



# मिटस जैव प्रौद्योगिकी संस्थान MITS SCHOOL OF BIOTECHNOLOGY

PLACEMENT CELL ANNUAL REPORT

A.Y - 2020-21

SN	Name of student	Department	Company Name	Package(In INR per annum)
1.	DEBADUTTA SATAPATHY	M.Sc. Biotechnology	AxessMedicomPvt. Ltd	3.00 Lacs PA
2.	AMRITA PANIGRAHY	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
3.	ANKIT BISWAS	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
4.	ANKITA JENA	M.Sc. Applied Microbiology	British Telecom	2.60 Lacs PA
5.	ARCHANA PRIYADARSHINI	M.Sc. Applied Microbiology	British Telecom	2.60 Lacs PA
6.	ARPITA DAS	M.Sc. Biotechnology	British Telecom	2.60 Lacs PA
7.	BARSA RANI PANIGRAHY	B.Sc. Biotechnology	British Telecom	2.50 Lacs PA
8.	DEBASHISH BAG	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
9.	DEBASMITA ROY	M.Sc. Applied Microbiology	British Telecom	2.60 Lacs PA
10.	DEEPALI MAHANTA	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
11.	KALPANA SINGH	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
12.	KRITI	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
13.	MANISHA PRIYADARSHINI	M.Sc. Applied Microbiology	British Telecom	2.60 Lacs PA
14.	OM SRI RANJAN PARIDA	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA

Pg 1 of 12

15.	P MANISHA	M.Sc. Applied Microbiology	British Telecom	2.60 Lacs PA
16.	PALLAVI PRADHAN	M.Sc. Biotechnology	British Telecom	2.60 Lacs PA
17.	PRABHU PRASAD CHOWDHURY	M.Sc. Biotechnology	British Telecom	2.60 Lacs PA
18.	SHRUTI SUCHARITA PRADHAN	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
19.	SMRUTI REKHA SAMAL	M.Sc. Biotechnology	British Telecom	2.60 Lacs PA
20.	SOHIT KUMAR NAYAK	M.Sc. Applied Microbiology	British Telecom	2.60 Lacs PA
21.	SOMOSHREE PAUL	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
22.	SOUMYA SUBHASHREE SATAPATHY	M.Sc. Biotechnology	British Telecom	2.60 Lacs PA
23.	SUDHA KUMARI	B.Sc. Biotechnology	British Telecom	2.60 Lacs PA
24.	SWAPNA JANI	M.Sc. Applied Microbiology	British Telecom	2.60 Lacs PA
25.	A. KIRTI	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
26.	ANINDITA DAS	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
27.	ASWASINI MOHANTY	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
28.	CHANDRIKA HANSDA	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
29.	DEBJYOTI RATH	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
30.	DEEPSIKHA PANIGRAHI	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA



31.	MEENAKSHI PANDA	M.Sc. Applied Microbiology	Capgemini	2.50 Lacs PA
32.	P. AGNEE KUMARI	M.Sc. Biotechnology	Capgemini	2.50 Lacs PA
33.	PALLAVI RATHA	M.Sc. Biotechnology	Aseptic Manufacturing	2.00 Lacs PA
34.	POOJA RAY	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
35.	PRATIKSHA SAHU	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
36.	PRIYA KUMARI	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
37.	SARMISTA DHAL	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
38.	SHIBANI CHOUDHURY	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
39.	SOURAV KUMAR	BCA	Capgemini	2.50 Lacs PA
40.	SUJIT KUMAR GOCHHI	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
41.	SURYA PRASAD DIXIT	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
42.	SWARNIMA MOHAPATRA	M.Sc. Biotechnology	Capgemini	2.50 Lacs PA
43.	ABHIJIT PANDA	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
44.	ANKITA SINGH	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
45.	DEEPSHIKHA BEHERA	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
46.	GOKUL M	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA

47.	GYANENDRA PADHI	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
48.	PRATYASHA PATI	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
49.	RITIKA BEURA	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
50.	SAMEEKSHA JENA	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
51.	SANJANA SATAPATHY	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
52.	SHIREEN BEGUM	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
53.	SRADHANJALI BEHERA	B.Sc. Biotechnology	Capgemini	2.50 Lacs PA
54.	SATISH KUMAR PRADHAN	BCA	Cognizant	2.52 Lacs PA
55.	ANKIT DAS	BCA	Deloitte	3.82 Lacs PA
56.	ARPITA MONALISHA	BCA	Deloitte	3.82 Lacs PA
57.	DEEPAK KUMAR KASTA	BCA	Deloitte	3.82 Lacs PA
58.	GYANA RANJAN MOHAPATRA	BCA	Deloitte	3.82 Lacs PA
59.	PIYUSH KUMAR BEHERA	B.Sc. Biotechnology	Deloitte	3.82 Lacs PA
60.	RUPALI PATI	B.Sc. Biotechnology	Deloitte	3.82 Lacs PA
61.	SAGARIKA SAHOO	B.Sc. Biotechnology	Deloitte	3.82 Lacs PA
62.	SIBANANDA MUDULI	BCA	Deloitte	3.82 Lacs PA

63.	SIVAPRIYA RAIGURU	B.Sc. Biotechnology	Deloitte	3.82 Lacs PA
64.	STHITAPRAJNA SARANGI	BCA	Deloitte	3.82 Lacs PA
65.	SWATISHREE SAHOO	B.Sc. Biotechnology	Deloitte	3.82 Lacs PA
66.	VIVEKANAND SAHOO	BCA	Deloitte	3.82 Lacs PA
67.	ANKANA CHATTERJEE	M.Sc. Applied Microbiology	Infosys	2.23 Lacs PA
68.	ANKIT NAYAK	BCA	Infosys	2.23 Lacs PA
69.	HARAPRIYA SAHOO	B.Sc. Biotechnology	Infosys	2.23 Lacs PA
70.	NIHARIKA SINGH	B.Sc. Biotechnology	Infosys	2.23 Lacs PA
71.	NIKITA JEE	B.Sc. Biotechnology	Infosys	2.23 Lacs PA
72.	PALLICITY PURNA CHANDRA DORA	B.Sc. Biotechnology	Infosys	2.23 Lacs PA
73.	SUSMA PRIYADARSANI MOHAPATRA	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
74.	UMAKANTA MAHANTA	BCA	Infosys	2.23 Lacs PA
75.	AISHWARYA MISHRA	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
76.	AMISHA ALIBHA NAYAK	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
77.	APARNA DARJEE	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
78.	ARPITA PRIYADARSHINI	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA



79.	DEEPIKA SAHOO	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
80.	DIBYA CHHACHHAN	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
81.	DIVYA PANDEY	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
82.	MANOHAR SAMAL	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
83.	PREETIMAYEE JENA	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
84.	PRIYANKA BHUYAN	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
85.	PUSPANJALI SETHI	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
86.	SATWA SAYAM MOHANTY	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
87.	SHUBHAM DAS	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
88.	SMRUTISUDHA DAS	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
89.	SUBHASISH TRIPATHY	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
90.	SUNSHAINA SAMUEL	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
91.	SWETA DASH	M.Sc. Applied Microbiology	Integrated Resources	3.74 Lacs PA
92.	TANAYA RATH	M.Sc. Applied Microbiology	Integrated Resources	3.74 Lacs PA
93.	AKANKSHYA DHAL	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
94.	BANABIHARI PATTNAYAK	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA

95.	DIBYAJYOTI DAS	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
96.	SWAGATIKA MISHRA	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
97.	OMKAR MISHRA	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
98.	POONAM KACHHAP	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
99.	PUSPITA NAYAK	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
100.	SAI SANKALP PAUL	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
101.	SUBHASHREE NAYAK	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
102.	SONALI PRIYADARSHINI	B.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
103.	RASHMI RANJAN SWAIN	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
104.	SAURAV KUMAR SAHOO	M.Sc. Applied Microbiology	Jeevaorganic	2.00 Lacs PA
105.	SOHAN KUMAR SAHOO	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
106.	ALOK KUMAR SWAIN	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
107.	ARCHANA CHOUDHURY	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
108.	DIPALI SAHOO	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
109.	MAHIMA PATRA	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
110.	MOUSUMI BAJPAYEE	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA

111.	PRIYAMBADA PRADHAN	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
112.	SAMAY KAR	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
113.	SUCHITRA DASH	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
114.	TANUSHREE PRADHAN	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
115.	UPASANA SAHU	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
116.	PRAGNYA SAHU	B.Sc. Biotechnology	Jeevaorganic	2.00 Lacs PA
117.	RANJAN KUMAR MAHANTA	BCA	Mindtree	1.95 Lacs PA
118.	ANKITA ROUT	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
119.	BISWARANJAN NAYAK	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
120.	CHIRANJIBI NAYAK	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
121.	DIBYA BHARATI PADHI	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
122.	IPSITA JENA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
123.	JASMINE MOHAPATRA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
124.	MINARVA SWAIN	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
125.	PADYASHREE KANUNGO	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
126.	PRITIMAYEE PRADHAN	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA



127.	PRIYANKA SAMANTARAY	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
128.	RAKESH PATTANAİK	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
129.	S K SUNSUYA	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
130.	SAUMYASHREE SWAIN	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
131.	SHWETA PANDIT	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
132.	SUBHASHMITA BEHERA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
133.	SUMAN PANDA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
134.	SUSHREE SWETA SUVARNA PATTANAİK	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
135.	SWETAPADMA PRAHARAJ	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
136.	SUBHASHREE ROUT	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
137.	SUBHASHREE PRADHAN	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
138.	MAMTA MAHATO	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
139.	BISWAJIT PANDA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
140.	AMRITA SWAIN	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
141.	PRAGATI NAYAK	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
142.	SUBHAM BEHERA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA

143.	ARPITANJALI GHUDA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
144.	NISHAT FATIMA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
145.	MANASI SAHOO	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
146.	DIPTANSHU PRADHAN	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
147.	SAUMYARANJAN RAY	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
148.	GARGI DAS	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
149.	SAUMYASHREE SWAIN	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
150.	MOUSUMI NAYAK	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
151.	TUSHARKANTA SENAPATI	BCA	TCS	1.92 Lacs PA
152.	ABHIJEET PRADHAN	BCA	Wipro Technologies	1.8 Lacs PA
153.	ANKITA JEE	BCA	Wipro Technologies	1.8 Lacs PA
154.	BIBHUTI BHUSAN MOHAPATRA	BCA	Wipro Technologies	1.8 Lacs PA
155.	BISWAJEET GOUDA	BCA	Wipro Technologies	1.8 Lacs PA
156.	CHANDAN MANSINGH	BCA	Wipro Technologies	1.8 Lacs PA
157.	CHIRANJEEB ROUT	BCA	Wipro Technologies	1.8 Lacs PA
158.	DEEPSHIKHA ROUT	BCA	Wipro Technologies	1.8 Lacs PA

159.	DIBYAJYOTI ROUT	BCA	Wipro Technologies	1.8 Lacs PA
160.	HIMANSHU SEKHAR MOHARANA	BCA	Wipro Technologies	1.8 Lacs PA
161.	JHANTU KUMAR PATHAK	BCA	Wipro Technologies	1.8 Lacs PA
162.	K.RAKESH GOCHHI	BCA	Wipro Technologies	1.8 Lacs PA
163.	KUMAR PRATAP SINGH	BCA	Wipro Technologies	1.8 Lacs PA
164.	MANAS RANJAN KHILAR	BCA	Wipro Technologies	1.8 Lacs PA
165.	MONIKA JAISWAL	BCA	Wipro Technologies	1.8 Lacs PA
166.	PAPPU MAHATO	BCA	Wipro Technologies	1.8 Lacs PA
167.	PRANAB KUMAR ROUT	BCA	Wipro Technologies	1.8 Lacs PA
168.	RAHUL PRADHAN	BCA	Wipro Technologies	1.8 Lacs PA
169.	RAJAT KUMAR SAHOO	BCA	Wipro Technologies	1.8 Lacs PA
170.	SANJEET ROUTRAY	BCA	Wipro Technologies	1.8 Lacs PA
171.	SASWATI SWAIN	BCA	Wipro Technologies	1.8 Lacs PA
172.	SATYABRATA PATAJOSHI MOHAPATRA	BCA	Wipro Technologies	1.8 Lacs PA
173.	SIBACHIDANANDA PADHI	BCA	Wipro Technologies	1.8 Lacs PA
174.	SOMANATH GOUDA	BCA	Wipro Technologies	1.8 Lacs PA



175.	SONALI NAYAK	BCA	Wipro Technologies	1.8 Lacs PA
176.	SONAM DAS	BCA	Wipro Technologies	1.8 Lacs PA
177.	TANUJA DANDAPAT	BCA	Wipro Technologies	1.8 Lacs PA
178.	BINAYAK RAYSINGH	BCA	Wipro Technologies	1.8 Lacs PA
179.	SHRABANI DIGAL	BCA	Wipro Technologies	1.8 Lacs PA
180.	DEBESH KUMAR PANDA	M.Sc. Biotechnology	XL Dynamics	5.00 Lacs PA
181.	HARIPRIYA PANI	M.Sc. Biotechnology	XL Dynamics	5.00 Lacs PA
182.	SARTHAK MOHANTY	M.Sc. Biotechnology	XL Dynamics	5.00 Lacs PA
183.	SWETA MOHANTY	M.Sc. Applied Microbiology	XL Dynamics	5.00 Lacs PA
184.	RAMAKANTA JENA	M.Sc. Biotechnology	Zydus Healthcare	2.4 Lacs PA
185.	PRIYANKA DAS	M.Sc. Biotechnology	Byju's	4.50 LPA

Pg 12 of 12

*P. B. Das*

**HEAD**  
**(TRAINING & PLACEMENT)**  
Head, Training & Placement  
**MITS Group**

*Cep*

**DIRECTOR**  
Director  
MITS School of Biotechnology  
Bhubaneswar

Ref: BBIL/HR/LET\_OFRI/5618  
Date: 12/24/2021

Ms. PALLAVI RATHA  
ITI CHAK  
Infront of audit office  
Odisha - 756001

Dear PALLAVI,

**Subject: Letter of offer for employment**

Further to the interview you had with us, we are pleased to offer you employment in our organization as EXECUTIVE in ASEPTIC MANUFACTURING OPS B2.  
Your base location would be: Bangalore

Attached to this email offer are the following:

- a. Annexure 1 - Detailed Emoluments.
- b. Annexure 2 - Key Policies and Benefits.
- c. Annexure 3 - Documents required to be submitted by you on the day of joining.
- d. Terms and Conditions of Employment

You may confirm your acceptance of this offer by responding to this email.

We look forward to your acceptance of offer and request you to join us on 01/03/2022 at 8.30 AM.

You would be issued a detailed appointment letter once you join our organization.

For any queries / concern please reach out to,

Name: CHUNDI BALAKRISHNA  
Email ID: CHUNDI.BALAKRISHNA@BIOCON.COM

Please ensure that all declarations are true, failing which the company holds the rights to revoke the offer/ appointment. As a policy a detailed Employee Background Verification is done for all employees who join Biocon Group.

This offer stands withdrawn, in case you do not confirm your acceptance (in writing or through an email) within seven days from the date of this letter. Consequently you will not have any further claim for employment with us.

This offer is subject to your medical fitness as per the rules of the company. Further to your offer acceptance you will be required to complete Pre-employment Medical Check up.

Please Note : On your date of joining , it is mandatory for you to produce an acknowledged copy of your resignation letter or the relieving letter from your last employer.

Thanking You,

Yours faithfully,

For Biocon Biologics Limited ,

AMITAVA SAHA  
PRESIDENT- HR



Khyamakanta Sahu <khyamakanta.mifs@gmail.com>

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**Fwd: Welcome to BT - On-boarding / Joining Activities**

1 message

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Ankita Jena <ankitajena5555@gmail.com>  
To: khyamakanta.mifs@gmail.com

Thu, Dec 29, 2022 at 2:12 AM

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

From: <recruitment.india@bt.com>

Date: Wed, 10 Nov 2021, 3:08 pm

Subject: Welcome to BT - On-boarding / Joining Activities

To:

Cc: <simran.2.kaur@bt.com>, <sanjay.maik@bt.com>, <vaibhavkrishan.raina@bt.com>, <divya.saini@bt.com>, <amrita.mohanty@bt.com>, <apoorva.mishra@bt.com>



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**Your Virtual Joining Activities at BT**

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Dear Candidate,

Welcome to BT!



While the world is facing a difficult time in the wake of Covid -19, we as an organization are committed to honor our offer to you & welcome you to the BT family.

Your health and wellbeing continues to be our absolute priority & since physical documentation collection / joining formalities process is not feasible, we are pleased to introduce a virtual on-boarding process designed especially for you.

Key details on the process are enclosed below;

**Steps mandatory for candidate:** All the below listed steps are to be **completed by 12<sup>th</sup> Nov'21**.

- **Step 1:** You are required to register on Govt's apprenticeship portal. A step by step user guide is attached for your reference.
  
- **Step 2:** We have setup an online on-boarding data collection form which is accessible through below referenced link. Instead of filling up the mandatory forms which are mandated by Govt. and BT HR, you are only required to share key information.

link: <https://bit.ly/3mC0iwd>

- **Step 3:** After submitting the information online, send soft copies of below referenced documents to [recruitment.india@bt.com](mailto:recruitment.india@bt.com)
  - 10<sup>th</sup> class mark sheet
  - Aadhar Card (both sides)
  - Pan Card
  - Passport size photograph
  - Scanned copy of your signature
  - Apprentice Registration no

Next steps for BT:

- Our on boarding spocs / recruiters will be in touch with you in case you have any question.
- Basis the information submitted via online platform, we are going to fill up all mandatory forms on your behalf and submit them to our internal team for further processing.
- Once all the requirements are met, on the day of your joining, we will share soft copies of forms, offer letter and an acceptance form.

- After receiving your acceptance, on boarding process will conclude.

**Important Note:**

- Please ensure all the information that you update in the online portal is up to date and accurate. This information will be leveraged to fill mandatory forms prescribed by Govt of India therefore utmost authenticity of information is expected.
- The completion of the on-boarding and your joining is subjected to individual's Back ground Verification report, which is still in process.

For any question / query, please feel free to reach out to us.

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 **NAPS Enrollment Guide-BT eServ.pdf**  
257K



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: BT Provisional Offer (India) - Archana Priyadarshini**

1 message

archana <archu85212@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:11 PM

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

From: **BT Recruitment** <noreply@resourcing.bt.com>  
Date: Mon, 7 Dec, 2020, 5:34 pm  
Subject: BT Provisional Offer (India) - Archana Priyadarshini  
To: <archu85212@gmail.com>  
Cc: <nivedita.ghosh@bt.com>

2347512

Dear Archana Priyadarshini

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on December 18, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on December 18, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:



- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

**Stipend and benefits**

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

**Acceptance**

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

**Questions**

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**

**For and on behalf of the BT eServ India Pvt Ltd**

**ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP**


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.


Signature \_\_\_\_\_ Date \_\_\_\_\_


Name: Archana Priyadarshini

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**3 attachments**

 **Frequently Asked Questions\_V2.pdf**  
236K

 **Pan India Transport Service and No Service Zone V3.xlsx**  
87K

 **Annexure 1.pdf**  
213K





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: Joining @ BT**

2 messages

Arpita Das <98ad007@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

Thu, Dec 29, 2022 at 5:04 PM

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

From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun, 2021, 10:08  
Subject: Joining @ BT  
To:

Dear Candidate,

Congratulations we have initiated your joining process.

Kindly reply by saying "Yes" as your joining confirmation so that we can initiate your background verification.

Your joining date is 2<sup>nd</sup> August'21[

Sincerely,

Lakshay Sabharwal

Professional, Campus – Talent Acquisition

Tel In Number: 01244427008 | Mob: +91-9417317937

cid:image005.png@01D57EC2.F1E3EFEDInterested in joining BT? Follow Us!  Facebook  Twitter cid:image005.png@01D50728.F33F35F0  
 System-Internet-Icon<https://hr.bt.com/en-gb/recruiting-resourcing>

This email contains BT information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this email in error, please let me know immediately on the email address above. Thank you.

1/3/23, 12:46 PM

Gmail - Fwd: Joining @ BT

We monitor our email system, and may record your emails.

British Telecommunications plc  
Registered office: 81 Newgate Street London EC1A 7AJ  
Registered in England no: 1800000


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6 attachments



image001.png  
205K

 image002.jpg  
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 image003.jpg  
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 image004.png  
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 image005.jpg  
1K

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1K

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Arpita Das <98ad007@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

Thu, Dec 29, 2022 at 5:08 PM

[Quoted text hidden]

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6 attachments



image001.png  
205K


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1K


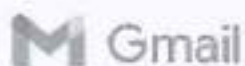
 image005.jpg  
1K

 image003.jpg  
13K



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

---

**Fwd: Welcome to BT - On-boarding / Joining Activities**

1 message

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Barsha Rani Panigrahy <barshapanigrahy456@gmail.com>  
To: khyamakanta.mits@gmail.com

Thu, Dec 29, 2022 at 2:12 AM

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

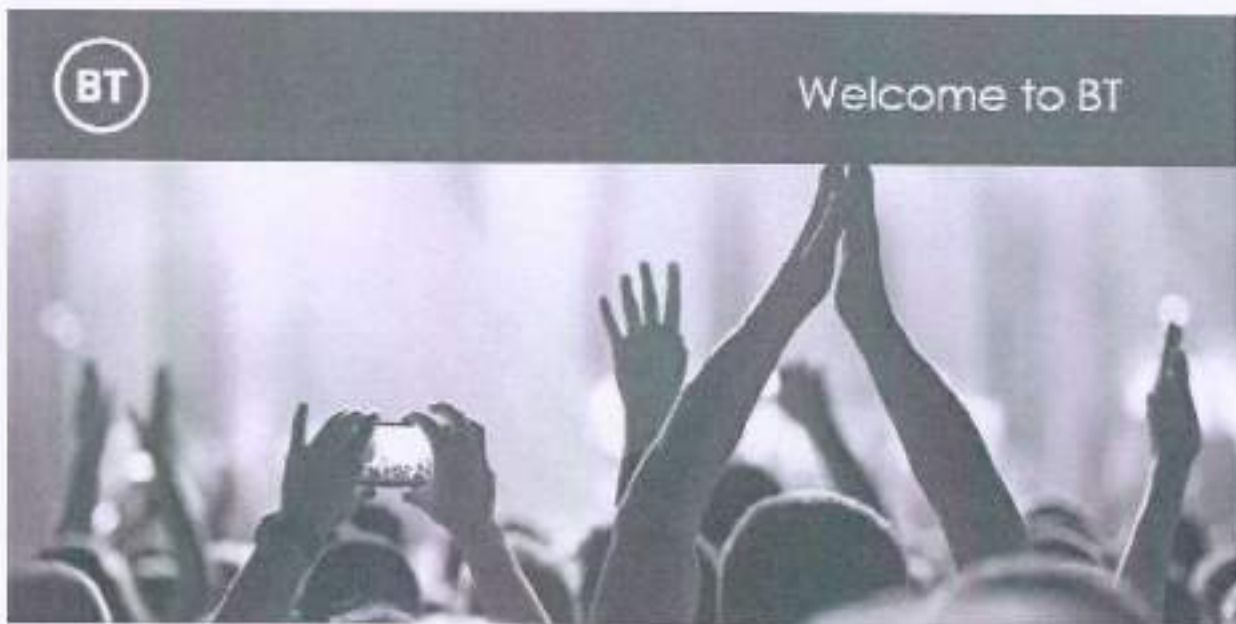
From: <recruitment.linda@bt.com>

Date: Wed, 10 Nov 2021, 3:09 pm

Subject: Welcome to BT - On-boarding / Joining Activities

To:

Cc: <simran.2.kaur@bt.com>, <sanjay.malik@bt.com>, <vaibhavkrishan.raina@bt.com>, <divya.saini@bt.com>, <amrita.mohanty@bt.com>, <apoorva.mishra@bt.com>



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## Your Virtual Joining Activities at BT

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Dear Candidate,

Welcome to BT!



While the world is facing a difficult time in the wake of Covid -19, we as an organization are committed to honor our offer to you & welcome you to the BT family.

Your health and wellbeing continues to be our absolute priority & since physical documentation collection / joining formalities process is not feasible, we are pleased to introduce a virtual on-boarding process designed especially for you.

Key details on the process are enclosed below;

**Steps mandatory for candidate:** All the below listed steps are to be completed by 12<sup>th</sup> Nov'21.

- **Step 1:** You are required to register on Govt's apprenticeship portal. A step by step user guide is attached for your reference.
  
- **Step 2:** We have setup an online on-boarding data collection form which is accessible through below referenced link. Instead of filling up the mandatory forms which are mandated by Govt. and BT HR, you are only required to share key information.

Link: <https://bit.ly/3mC0iwd>

- **Step 3:** After submitting the information online, send soft copies of below referenced documents to [recruitment.india@bt.com](mailto:recruitment.india@bt.com)
  - 10<sup>th</sup> class mark sheet
  - Aadhar Card (both sides)
  - Pan Card
  - Passport size photograph
  - Scanned copy of your signature
  - Apprentice Registration no

Next steps for BT:

- Our on boarding spocs / recruiters will be in touch with you in case you have any question.
- Basis the information submitted via online platform, we are going to fill up all mandatory forms on your behalf and submit them to our internal team for further processing.
- Once all the requirements are met, on the day of your joining, we will share soft copies of forms, offer letter and an acceptance form.

12/29/22, 3:51 PM

Gmail - Fwd: Welcome to BT - On-boarding / Joining Activities

- After receiving your acceptance, on boarding process will conclude.

**Important Note:**

- Please ensure all the information that you update in the online portal is up to date and accurate. This information will be leveraged to fill mandatory forms prescribed by Govt of India therefore utmost authenticity of information is expected.
- The completion of the on-boarding and your joining is subjected to individual's Back ground Verification report, which is still in process.

For any question / query, please feel free to reach out to us.

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 **NAPS Enrollment Guide-BT eServ.pdf**  
257K



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: BT Provisional Offer (India) - Debasmita Roy**

2 messages

Debasmita Roy <debasmita7199@gmail.com>  
To: khyamakanta.mits@gmail.com

Tue, Dec 13, 2022 at 4:23 PM

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

From: **BT Recruitment** <noreply@resourcing.bt.com>  
Date: Mon, 19 Oct, 2020, 9:07 am  
Subject: BT Provisional Offer (India) - Debasmita Roy  
To: <debasmita7199@gmail.com>  
Cc: <nivedita.ghosh@bt.com>

Dear Debasmita Roy,

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Service Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on November 2, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your enticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on November 2, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:



- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer).
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

**Stipend and benefits**

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

**Acceptance**

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

**Questions**

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**  
**For and on behalf of the BT eServ India Pvt Ltd**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP**

I, \_\_\_\_\_ s/o/d/o \_\_\_\_\_  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_





12/29/22, 3:51 PM

Gmail - Fwd: Welcome to BT - On-boarding / Joining Activities



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

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## Fwd: Welcome to BT - On-boarding / Joining Activities

1 message

Deepali Mahanta <crispydimple@gmail.com>  
To: khyamakanta.mits@gmail.com

Thu, Dec 29, 2022 at 2:12 AM

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

From: <recruitment.india@bt.com>

Date: Wed, 10 Nov 2021, 3:09 pm

Subject: Welcome to BT - On-boarding / Joining Activities

To:

Cc: <simran.2.kaur@bt.com>, <sanjay.malik@bt.com>, <vaibhavkrishan.raina@bt.com>, <divya.saini@bt.com>, <amrita.mohanty@bt.com>, <apoorva.mishra@bt.com>



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## Your Virtual Joining Activities at BT

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Dear Candidate,

Welcome to BT!

While the world is facing a difficult time in the wake of Covid -19, we as an organization are committed to honor our offer to you & welcome you to the BT family.

Your health and wellbeing continues to be our absolute priority & since physical documentation collection / joining formalities process is not feasible, we are pleased to introduce a virtual on-boarding process designed especially for you.

Key details on the process are enclosed below;

**Steps mandatory for candidate:** All the below listed steps are to be completed by 12<sup>th</sup> Nov'21.

- **Step 1:** You are required to register on Govt's apprenticeship portal. A step by step user guide is attached for your reference.
  
- **Step 2:** We have setup an online on-boarding data collection form which is accessible through below referenced link. Instead of filling up the mandatory forms which are mandated by Govt. and BT HR, you are only required to share key information.

Link: <https://bit.ly/3mC0iwd>

- **Step 3:** After submitting the information online, send soft copies of below referenced documents to [recruitment.india@bt.com](mailto:recruitment.india@bt.com)
  - 10<sup>th</sup> class mark sheet
  - Aadhar Card (both sides)
  - Pan Card
  - Passport size photograph
  - Scanned copy of your signature
  - Apprentice Registration no

Next steps for BT:

- Our on boarding spocs / recruiters will be in touch with you in case you have any question.
- Basis the information submitted via online platform, we are going to fill up all mandatory forms on your behalf and submit them to our internal team for further processing.
- Once all the requirements are met, on the day of your joining, we will share soft copies of forms, offer letter and an acceptance form.

- After receiving your acceptance, on boarding process will conclude.

**Important Note:**

- Please ensure all the information that you update in the online portal is up to date and accurate. This information will be leveraged to fill mandatory forms prescribed by Govt of India therefore utmost authenticity of information is expected.
- The completion of the on-boarding and your joining is subjected to individual's Back ground Verification report, which is still in process.

For any question / query, please feel free to reach out to us.

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 **NAPS Enrollment Guide-BT eServ.pdf**  
257K





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: BT Provisional Offer (India) - Manisha Priyadarshini**

1 message

Manisha Priyadarshini <manishapriyadarshini080@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 28, 2022 at 4:11 PM

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

From: **BT Recruitment** <noreply@resourcing.bt.com>  
Date: Mon, 7 Dec, 2020, 5:34 pm  
Subject: BT Provisional Offer (India) - Manisha Priyadarshini  
To: <archu85212@gmail.com>  
Cc: <nivedita.ghosh@bt.com>

2347512

Dear Manisha Priyadarshini

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on December 18, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on December 18, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:

- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

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### Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**  
**For and on behalf of the BT eServ India Pvt Ltd**

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### ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP

I, \_\_\_\_\_ s/o/d/o \_\_\_\_\_  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.


Signature \_\_\_\_\_ Date \_\_\_\_\_



Name: Manisha Priyadarshini

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**3 attachments**

 **Frequently Asked Questions\_V2.pdf**  
236K

 **Pan India Transport Service and No Service Zone V3.xlsx**  
87K

 **Annexure 1.pdf**  
213K



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

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## Fwd: Welcome to BT - On-boarding / Joining Activities

1 message

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OM SRI RANJAN PARIDA <ranjanparida502@gmail.com>  
To: khyamakanta.mits@gmail.com

Thu, Dec 29, 2022 at 2:12 AM

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

From: <recruitment.india@bt.com>

Date: Wed, 10 Nov 2021, 3:09 pm

Subject: Welcome to BT - On-boarding / Joining Activities

To:

Cc: <simran.2.kaur@bt.com>, <sanjay.malik@bt.com>, <vaibhavkrishan.raina@bt.com>, <divya.saini@bt.com>, <amrita.mohanty@bt.com>, <apoorva.mishra@bt.com>



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## Your Virtual Joining Activities at BT

---

Dear Candidate,

Welcome to BT!

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- Aadhar Card (both sides)
- Pan Card
- Passport size photograph
- Scanned copy of your signature
- Apprentice Registration no

Next steps for BT:

- Our on boarding spocs / recruiters will be in touch with you in case you have any question.
- Basis the information submitted via online platform, we are going to fill up all mandatory forms on your behalf and submit them to our internal team for further processing.
- Once all the requirements are met, on the day of your joining, we will share soft copies of forms, offer letter and an acceptance form.



12/29/22, 3:51 PM

Gmail - Fwd: Welcome to BT - On-boarding / Joining Activities

- After receiving your acceptance, on boarding process will conclude.

**Important Note:**

- Please ensure all the information that you update in the online portal is up to date and accurate. This information will be leveraged to fill mandatory forms prescribed by Govt of India therefore utmost authenticity of information is expected.
- The completion of the on-boarding and your joining is subjected to individual's Back ground Verification report, which is still in process.

For any question / query, please feel free to reach out to us.

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 **NAPS Enrollment Guide-BT eServ.pdf**  
257K



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: BT Provisional Offer (India) - Pallavi Pradhan**

2 messages

Pallavi Pradhan <pallavipradhan02@gmail.com>  
To: khyamakanta.mits@gmail.com

Tue, Dec 13, 2022 at 4:23 PM

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

From: **BT Recruitment** <noreply@resourcing.bt.com>  
Date: Mon, 19 Oct, 2020, 9:07 am  
Subject: BT Provisional Offer (India) - Pallavi Pradhan  
To: <debasmita7199@gmail.com>  
Cc: <nivedita.ghosh@bt.com>

Dear Pallavi Pradhan,

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Service Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on November 2, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on November 2, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:



- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.



### Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

### Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

### Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**  
**For and on behalf of the BT eServ India Pvt Ltd**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP

I, \_\_\_\_\_ s/o/d/o \_\_\_\_\_  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Fwd: BT Provisional Offer (India) - Prabhu Prasad Chowdhury**

2 messages

Prabhu Prasad Chowdhury <prabhprasadchowdhury@gmail.com>  
To: khyamakanta.mits@gmail.com

Tue, Dec 13, 2022 at 4:23 PM

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

From: **BT Recruitment** <noreply@resourcing.bt.com>  
Date: Mon, 19 Oct, 2020, 9:07 am  
Subject: BT Provisional Offer (India) - Prabhu Prasad Chowdhury  
To: <debasmita7199@gmail.com>  
Cc: <nivedita.ghosh@bt.com>

Dear Prabhu Prasad Chowdhury,

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Service Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on November 2, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on November 2, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:



- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit. If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

### Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

### Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

### Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**  
**For and on behalf of the BT eServ India Pvt Ltd**

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### ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_







Khyamakanta Sahu <khyamakanta.mits@gmail.com>

---

**Fwd: Welcome to BT - On-boarding / Joining Activities**

1 message

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Shruti Sucharita Pradhan <shrutisucharitapradhan@gmail.com>  
To: khyamakanta.mits@gmail.com

Thu, Dec 29, 2022 at 2:12 AM

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

From: <recruitment.india@bt.com>

Date: Wed, 10 Nov 2021, 3:09 pm

Subject: Welcome to BT - On-boarding / Joining Activities

To:

Cc: <simran.2.keur@bt.com>, <sanjay.malik@bt.com>, <vaibhavkrishan.raina@bt.com>, <divya.saini@bt.com>, <amrita.mohanty@bt.com>, <apoorva.mishra@bt.com>



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**Your Virtual Joining Activities at BT**

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Dear Candidate,

Welcome to BT!

While the world is facing a difficult time in the wake of Covid -19, we as an organization are committed to honor our offer to you & welcome you to the BT family.

Your health and wellbeing continues to be our absolute priority & since physical documentation collection / joining formalities process is not feasible, we are pleased to introduce a virtual on-boarding process designed especially for you.

Key details on the process are enclosed below;

**Steps mandatory for candidate:** All the below listed steps are to be completed by 12<sup>th</sup> Nov'21.

- **Step 1:** You are required to register on Govt's apprenticeship portal. A step by step user guide is attached for your reference.
  
- **Step 2:** We have setup an online on-boarding data collection form which is accessible through below referenced link. Instead of filling up the mandatory forms which are mandated by Govt. and BT HR, you are only required to share key information.

Link: <https://bit.ly/3mC0lwd>

- **Step 3:** After submitting the information online, send soft copies of below referenced documents to [recruitment.india@bt.com](mailto:recruitment.india@bt.com)
  - 10<sup>th</sup> class mark sheet
  - Aadhar Card (both sides)
  - Pan Card
  - Passport size photograph
  - Scanned copy of your signature
  - Apprentice Registration no

Next steps for BT:

- Our on boarding spocs / recruiters will be in touch with you in case you have any question.
- Basis the information submitted via online platform, we are going to fill up all mandatory forms on your behalf and submit them to our internal team for further processing.
- Once all the requirements are met, on the day of your joining, we will share soft copies of forms, offer letter and an acceptance form.

- After receiving your acceptance, on boarding process will conclude.

**Important Note:**

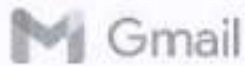
- Please ensure all the information that you update in the online portal is up to date and accurate. This information will be leveraged to fill mandatory forms prescribed by Govt of India therefore utmost authenticity of information is expected.
- The completion of the on-boarding and your joining is subjected to individual's Back ground Verification report, which is still in process.

For any question / query, please feel free to reach out to us.



NAPS Enrollment Guide-BT eServ.pdf  
257K





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: BT Provisional Offer (India) - Smruti Rekha Samal**

2 messages

Smruti Rekha Samal <smrutirekhasamal15@gmail.com>  
To: khyamakanta.mits@gmail.com

Tue, Dec 13, 2022 at 4:23 PM

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

From: **BT Recruitment** <noreply@resourcing.bt.com>  
Date: Mon, 19 Oct, 2020, 9:07 am  
Subject: BT Provisional Offer (India) - Smruti Rekha Samal  
To: <debasmita7199@gmail.com>  
Cc: <nivedita.ghosh@bt.com>

Dear Smruti Rekha Samal,

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Service Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on November 2, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on November 2, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:

- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
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- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
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It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.



### Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

### Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

### Questions

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We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**  
**For and on behalf of the BT eServ India Pvt Ltd**

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\_\_\_\_\_

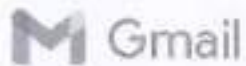
### ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP

I, \_\_\_\_\_ s/o/d/o \_\_\_\_\_  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_







Khyamakanta Sahu <khyamakanta.mits@gmail.com>

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**Fwd: Welcome to BT - On-boarding / Joining Activities**

1 message

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**sudhakumari pandey** <sudhakumari1267@gmail.com>  
To: khyamakanta.mits@gmail.com

Thu, Dec 29, 2022 at 2:12 AM

Sudha Kumari

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

From: <recruitment.india@bt.com>

Date: Wed, 10 Nov 2021, 3:09 pm

Subject: Welcome to BT - On-boarding / Joining Activities

To:

Cc: <simran.2.kaur@bt.com>, <sanjay.mallik@bt.com>, <vaibhavkrishan.raina@bt.com>, <divya.saini@bt.com>, <amrita.mohanty@bt.com>, <apcorva.mishra@bt.com>



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## Your Virtual Joining Activities at BT

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Dear Candidate,

Welcome to BT!

While the world is facing a difficult time in the wake of Covid -19, we as an organization are committed to honor our offer to you & welcome you to the BT family.

Your health and wellbeing continues to be our absolute priority & since physical documentation collection / joining formalities process is not feasible, we are pleased to introduce a virtual on-boarding process designed especially for you.

Key details on the process are enclosed below;

**Steps mandatory for candidate:** All the below listed steps are to be completed by 12<sup>th</sup> Nov'21.

- **Step 1:** You are required to register on Govt's apprenticeship portal. A step by step user guide is attached for your reference.
  
- **Step 2:** We have setup an online on-boarding data collection form which is accessible through below referenced link. Instead of filling up the mandatory forms which are mandated by Govt. and BT HR, you are only required to share key information.

Link: <https://bit.ly/3mC0iwd>

- **Step 3:** After submitting the information online, send soft copies of below referenced documents to [recruitment.india@bt.com](mailto:recruitment.india@bt.com)
  - 10<sup>th</sup> class mark sheet
  - Aadhar Card (both sides)
  - Pan Card
  - Passport size photograph
  - Scanned copy of your signature
  - Apprentice Registration no

Next steps for BT:

- Our on boarding spocs / recruiters will be in touch with you in case you have any question.
- Basis the information submitted via online platform, we are going to fill up all mandatory forms on your behalf and submit them to our internal team for further processing.
- Once all the requirements are met, on the day of your joining, we will share soft copies of forms, offer letter and an acceptance form.




- After receiving your acceptance, on boarding process will conclude.

**Important Note:**

- Please ensure all the information that you update in the online portal is up to date and accurate. This information will be leveraged to fill mandatory forms prescribed by Govt of India therefore utmost authenticity of information is expected.
- The completion of the on-boarding and your joining is subjected to individual's Back ground Verification report, which is still in process.

For any question / query, please feel free to reach out to us.

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 **NAPS Enrollment Guide-BT eServ.pdf**  
257K



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: BT Provisional Offer (India) - Swapna Jani**

1 message

Swapna Jani &lt;swapnajani12@gmail.com&gt;

Mon, Dec 26, 2022 at 4:11 PM

To: khyamakanta.mits@gmail.com

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

From: **BT Recruitment** <noreply@resourcing.bt.com>

Date: Mon, 7 Dec 2020, 5:34 pm

Subject: BT Provisional Offer (India) - Swapna Jani

To: &lt;archu85212@gmail.com&gt;

Cc: &lt;nivedita.ghosh@bt.com&gt;

2347512

Dear Swapna Jani

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on December 18, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on December 18, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:



- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.



### Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

### Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

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### Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**  
**For and on behalf of the BT eServ India Pvt Ltd**

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### ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP

I, \_\_\_\_\_ s/o/d/o \_\_\_\_\_,  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: Manisha Priyadarshini

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3 attachments

 **Frequently Asked Questions\_V2.pdf**  
238K

 **Pan India Transport Service and No Service Zone V3.xlsx**  
87K

 **Annexure 1.pdf**  
213K

**Fwd: Joining @ BT**

1 message

Amrita Panigrahy <amritagoidi2@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 8:55 PM

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

From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun 2021, 11:08 am  
Subject: Joining @ BT  
To:

Dear Candidate,

Congratulations we have initiated your joining process.

Kindly reply by saying "Yes" as your joining confirmation so that we can initiate your background verification.

Your joining date is 2<sup>nd</sup> August'21.

Sincerely,

Lakshay Sabharwal

Professional, Campus – Talent Acquisition

Tel In Number: 01244427008 | Mob: +91-9417317937

cid:image005.png@01D57EC2.F1E3FE0Interested in joining BT? Follow Us!  facebook  twitter cid:image005.png@01D50728.F32F35F0  
<https://hr.bt.com/en-gb/recruiting-resourcing>

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Registered in England no: 1800000

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**Fwd: Joining @ BT**

1 message

Ankit Biswas <ankit4091biswas@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 28, 2022 at 8:55 PM

----- Forwarded message -----  
From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun 2021, 11:08 am  
Subject: Joining @ BT  
To:

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cid:image005.png@01D57EC2.F1E3EF60

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**Fwd: Joining @ BT**

1 message

Debasish Bag <bag.debashish97@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 8:55 PM

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

From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun 2021, 11:08 am  
Subject: Joining @ BT  
To:

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Professional, Campus – Talent Acquisition

Tel In Number: 01244427008 | Mob: +91-9417317937

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**Fwd: Joining @ BT**

1 message

Kalpana Singh <singhkalpana306@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 8:55 PM

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

From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun 2021, 11:08 am  
Subject: Joining @ BT  
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**Fwd: Joining @ BT**

1 message

Kriti P <kriti.12sept@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 8:55 PM

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

From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun 2021, 11:08 am  
Subject: Joining @ BT  
To:

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## PRIVATE & CONFIDENTIAL

P Manisha  
HNo 963/711/5,  
behind p & t qtrs, Jhapatapur  
Kharagpur  
India, 721301

December 15, 2020

### TRAINEE ASSOCIATE (Trainee Customer Service Advisor) CONTRACT

Dear P,

This is your Contract of Training/Apprenticeship ('Contract') and contains a statement of the applicable terms of your training.

We are delighted that you have agreed to join us as a Trainee (Trainee Customer Service Advisor). Once you have acknowledged these terms, this shall become a contract between you and the Company.

Please note that your engagement with us is subject to you having the right to work in India, completing the applicable registration requirements under law, and to our being satisfied that you have met all pre-engagement conditions. Any requirements under the Provisional Offer of Apprenticeship, that permit or require compliance after the commencement of your training, will continue to require compliance by you within timelines specified therein.

#### 1. Commencement Date

1.1 For the purposes of your training, your engagement is with BT e-Serv (India) Private Limited (Company) having its registered office at Eros Corporate Tower, 11th Floor, Nehru Place, New Delhi, 110019, India. Your training with the Company will be based out of our location specified in Clause 3.1 below and will commence on the date set out in Section 2 of Appendix 1 to this Contract.

1.2 Your Training will be for a period of 15 months from the start date specified in Appendix 1.

#### 2. Training

2.1 During the training you will be required to undertake:

- ◆ an induction and orientation program;
- ◆ basic training and other training necessary to deal with the on-the-job training aspect of your apprenticeship; and
- ◆ any other requirement, which may be specified.

2.2 Your performance and suitability for training will be continued to be monitored. We reserve the right to terminate your training at any time and in accordance with clause 2.3 or clause 12.5, including if your performance, behaviour and/or conduct is found unsatisfactory.

2.3 At any time during the term, your training may be terminated by the Company for convenience with a written notice of one (1) month or payment in lieu thereof. We also reserve the right to terminate your training without notice in accordance with clause 12.5.

### 3. Role and Duties

3.1 You will be engaged for training as an apprentice in the role, title and reporting structure as set out at Section 1 of Appendix 1 to this Contract. You will undertake training in Communication / Process / Technical / and/or Skill Development Training in Customer Service, as specified in Appendix 1.

3.2 You may be required to undertake such other duties as the Company may reasonably require from time to time. If your duties or position with the Company changes for any reason, then the terms of this Contract (including clause 12) will continue to apply, unless expressly varied in writing.

3.3 During the course of your training you are expected, at all times, to maintain professional and responsible standards of conduct/behavior, attendance and performance. In particular you will:

- a. unless prevented by illhealth, devote the whole of your training time, attention and abilities to the business of the Company and not undertake any outside work without the written consent of the Company;
- b. have regular meetings with your manager to review your progress, agree targets for your training and discuss any problems or issues you may have;
- c. be required to meet satisfactory levels of conduct and performance relevant to your training and role. We may take disciplinary or other action (which may include dismissal) if you fail to meet such standards or undertake such other duties related to your training as we may require from time to time;
- d. diligently perform the duties assigned to you by the Company;
- e. agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings, etc and in any other form that may be required by the Company) of your work (including all inventions and proprietary information as per the Proprietary Information, Inventions and NonCompetition Agreement). You agree that such records shall be made available to and remain the sole property of the Company at all times;
- f. comply with all reasonable and lawful directions given to you by the Company;
- g. report any wrongdoing or proposed wrongdoing by you or any other person training/working with the Company including any employee, director, apprentices, contract workers, suppliers, customers of the Company;
- h. allow the Company to inspect, at any time with or without notice, any property situated on the Company's premises and owned by the Company, including disks, computers, other storage media, filing cabinets or other work areas, which is in your possession or control;
- i. use your best endeavours to promote, protect, develop and extend the business of the Company;
- j. comply with applicable BT policies, as introduced and amended from time



to time;

k. comply with our ethics code: The BT Way, as amended from time to time;

l. comply with BT's safety and security requirements at all times; and

m. familiarise yourself with all BT policies, our ethics code, processes etc. Ignorance will not constitute a defence against breach of any policy, code, process, or law.

3.4 We may at any time during the term of your training require you to undergo medical examination and/or pathological tests including drug and alcohol tests, by a Company recommended doctor(s) and consultants. You agree to disclose any report produced in this connection with us and for us to discuss the report with any doctor or consultant we deem suitable, including the one who examined you. Should you refuse, we will make a decision on your suitability to continue in our training on the basis of the information available to us. We may also seek such tests and reports in disciplinary matters and you agree to provide these.

3.5 You agree to comply with the Company's codes, policies and procedures, as available on the BT intranet or as published or notified by the Company. These documents may be reviewed and updated from time to time and shall continue to apply to you in their updated form.

#### 4. Location

4.1 Your normal place of training is set out in Section 3 of Appendix 1 to this Contract ('Normal Place of Training'). However, for particular aspects of your training, or otherwise during the Term, the Company reserves the right to require you to operate/train out of different premises.

4.2 You agree that the Company may also require you to relocate to such other office, or premises occupied by the Company, any Group company, or its customer. This will be with prior notice.

4.3 You also consent to the transfer of your training to another Group Company at any time during the Term.

4.4 You agree to travel if required by Company. Such travel shall be arranged and undertaken in accordance with applicable Company policies. Please ensure you follow the applicable process and have the necessary approval before incurring any expenses.

#### 5. Stipend

5.1 Your stipend for the term of fifteen (15) months is **INR 19184** which shall be payable monthly in arrears directly into your nominated bank account. (Stipend). A complete breakdown of your Stipend/compensation package is set out at Appendix 1 of this Contract.

5.2 All payments received by you from the Company will be subject to statutory deductions as required by law. You agree that you shall be personally responsible for the settlement of all taxes and will indemnify us against any claims or liabilities which we may be required to pay on your behalf.

5.3 Subject to policy and at the Company's discretion, your Stipend may be reviewed without affecting the other terms of your training. There is no obligation to award an increase



and there will be no review of your Stipend after notice of termination of Contract has been given by either party.

5.4 At any time during your training, or upon its termination, you consent to the Company deducting from Stipend (or from any other payments due to you) any money which you may owe to the Company.

## **6. Other Benefits**

6.1 You will be eligible for insurance and such other benefits, if any, as set out in Section 7 of Appendix 1 to this Contract and in accordance with Company's prevailing policies as can be found on the intranet. Any eligibility to the same is subject to our sole discretion and to:

- a) acceptance by the insurer of you under the relevant policy;
- b) the terms, conditions and exclusions of the relevant policy; and
- c) the Company's right at any time to seek and obtain insurance on different terms and levels of benefits as compared to the terms applicable at the commencement of your training.

## **7. Annual Leave**

7.1 The Company's annual leave cycle is from 1 April to 31 March. Your annual leave entitlement is set out in Section 6 of Appendix 1. If your training starts or finishes part of the way through the annual leave cycle your entitlement will be calculated on a prorata basis (rounded up to the nearest half day).

7.2 You will be paid your Stipend at a daily rate during the annual leave availed by you. Annual leave must be availed in line with the applicable leave policy which includes you making a formal request on the leave portal.

7.3 You are also entitled to certain public holidays. HR publishes this list of public holidays at the beginning of each calendar year. The list of public holidays is decided every year by the Company in line with applicable law and the operational requirements of each business unit.

7.4 The Company encourages you to take all your annual leave entitlement in the year in which it accrues. Any annual leave balance will be carried forward in accordance with the Company policy. Consequently, you agree to forfeit the leave that cannot be carried forward in line with company policy.

7.5 You will be entitled to encashment of accrued but untaken annual leave only on termination of training. This payment shall be calculated at your daily Stipend rate. If you have availed leave in excess of your accrued entitlement, you consent to our deducting an amount in respect of this excess leave from the payments due to you.

7.6 You are entitled to avail sick leave in accordance with Company policy.

## **8. Hours**

8.1 You are expected to attend the training on a shift system basis for a minimum of 40 hours per week, exclusive of rest/meal breaks.

8.2 You may need to attend training in night shift(s), on holiday(s) and on weekend(s) as necessary for your proper training and to meet operational requirements of your business

unit. Your shift roster is not fixed and we reserve the right to change your training days and hours at any time and any change will be communicated in advance.

## **9. Other Training/Occupations**

9.1 You agree not to engage in any outside employment, apprenticeship, training or occupation, during the course of your training, without the prior written approval of the Company, including any work which:

- ◆ may cause your training at BT to suffer;
- ◆ is pursued while you are at training or during training hours;
- ◆ may contravene the Company guidelines about protecting commercially sensitive or other business information;
- ◆ may undermine or conflict with your position as a BT trainee;
- ◆ is connected with goods or services that BT provides; or
- ◆ is in competition with BT or in conflict with its interests.

9.2 You agree that before the commencement of your training, and at any time thereafter, to immediately notify the Company of any situation which may give rise or gives rise to a conflict of interest in respect of your role and of any engagement external shareholding or involvement that you have in any business, employment or apprenticeship other than BT. You further agree to disclose prior to executing this Contract, any conflict of interest situation, whether of a financial, nonfinancial or a personal nature.

## **10. Term**

10.1 Your training will terminate automatically at the end of your training term, i.e. fifteen months from the date of joining as set out in Appendix 1 (Term). Nothing in this Contract shall impose an obligation on the Company to offer you employment with the Company post completion of the training and such offer may be made at the sole discretion of the Company.

## **11. Confidentiality, Proprietary Information, Inventions and NonCompetition**

11.1 You agree that you shall keep confidential and not disclose, directly or indirectly, any confidential information shared with you by the Company or any BT Group company in relation to your training, including but not limited to information on your stipend, and any benefits. You further agree and acknowledge that any breach of this clause shall be deemed to be a material breach of this Contract that may result in the termination of your training or institution of legal proceedings.

11.2 It is a condition of your training that during and after your training with the Company, you shall not disclose to any person without prior written consent from the Company, any trade secret or confidential information or proprietary information concerning the financial arrangements or position of the Company/BT Group company or of any dealings, transactions or affairs of the Company and/or BT Group's business. In line with this you acknowledge and agree to sign and abide by terms of the Proprietary Information, Inventions and NonCompetition Agreement ('NDA') which shall be provided to you at the time of your joining, failing which your training with the Company shall be terminated.

11.3 You must keep all confidential information safe and secure and to take all such steps as may be necessary to protect it against theft, damage, loss, unauthorized access (including access by electronic means) and to prevent confidential information from falling into the hands of unauthorized third parties.



11.4 You further agree and acknowledge that:

- a. any breach of your confidentiality obligations shall be deemed to be a material breach of this Contract.
- b. these obligations shall survive the expiry or termination of this Contract.

## 12. Termination of Training

12.1 Company reserves the right to terminate this Contract for convenience with immediate effect by paying you a sum equal to the Stipend (as at the date of termination) in lieu of the period of notice required in clause 2.3 above (or, if notice has already been given, for the proportionate period of notice that remains). You do not have the right to receive a payment in lieu of your notice period unless we exercise discretion under this clause.

12.2 You may terminate this Contract for convenience by providing the Company with two (2) months' prior written notice. You shall not have the right to pay in lieu of notice.

12.3 Once the notice of termination of this Contract has been issued by either party, we may direct you to desist from attending training, performing all or any part of your duties for part of or complete notice period; require you to remain away from the our premises; require you to abstain from engaging in contact other than social contact with any apprentices, employees, vendors, directors or customers of the Company or the BT Group. However, if such directions have not been issued to you by the Company, you agree to perform your duties diligently during the notice period and assist with handover and other exit formalities.

12.4 Notwithstanding any other grounds for termination available in this Contract, your training may be terminated by the Company, with or without notice or payment in lieu thereof, on the following grounds:

- being declared or becoming bankrupt or making any arrangement with or for the benefit of any creditors or have any court order against you in relation to your financial position
- insanity, senility, physical infirmity
- continued illhealth for a period of 3 (three) months
- being declared medically unfit for training by the Company's panel of doctors
- loss of confidence by the Company in your holding a position of trust and confidence
- poor performance including incompetence in the performance of your duties, failure to perform normal responsibilities (where any of these is not deliberate or negligent)
- unauthorized absence: either shortterm repeated absence or a continuous absence for more than 10 days, or 8 days where it follows a period of authorized leave
- redundancy including due to restructuring, reorganization, role realignment, rationalization, technical innovations, discontinuation of any shift working or closure or sale of the department or the Company
- failing to meet any legal or policy requirement in relation to your apprenticeship / training
- ceasing to become eligible to work in India
- any other reasonable cause.

12.5 Your training may be terminated with immediate effect and without payment in lieu of any notice period, if you are found guilty of misconduct (i.e. a serious breach of: your terms of training, our ethics code, any Company or BT Group policy/procedure including misconduct which in Company's opinion, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust with the Company), such misconduct includes, but is not limited to:



- ◆ disobeying a reasonable and lawful instruction of the Company
- ◆ discrimination, bullying, victimisation or harassment of any person
- ◆ sexual harassment
- ◆ committing or being accused of, charged with, or arrested for a criminal offence including an offence which in Company's opinion affects your position as a trainee or impacts the reputation of the Company
- ◆ serious breach of any provision of your terms of training or any internal policies or committing any other serious or repeated breach or nonobservance of any of the provisions of your training, including the terms of the NDA or this Contract.
- ◆ an act of fraud or dishonesty or any act which in the Company's opinion brings or is likely to bring you or the Company into disrepute or is materially adverse to the interest of the Company
- ◆ making false, vicious or malicious statements, public or otherwise against the Company/BT group or any trainee, employee or director of the Company/BT group
- ◆ loss of confidence by the Company in your holding a position of trust and confidence
- ◆ unauthorised use, processing or disclosure of personal / sensitive / confidential data
- ◆ riotous, violent, disorderly, indecent, offensive or improper behaviour or the commission of any act subversive of good, professional and proper behaviour
- ◆ being under the influence of alcohol, illegal drugs or other illegal substances
- ◆ being in the possession of liquor, narcotics, weapons, explosives, ignitable or inflammable materials
- ◆ committing or abetting any illegal or unlawful act or omission
- ◆ misuse of BT assets and/or property including but not limited to BT's brand, its name, its customers'/suppliers' property, any facilities made available by BT to its employees and trainees
- ◆ breach of BT policies (including but not limited to our ethics code, anticorruption and bribery policy, prevention of sexual harassment policy, gift and hospitality policy, security policies, health and safety policies, data protection policies, workplace relationship policies, conflict of interest policy etc., including any acts which are covered as gross misconduct in the prevalent policies, rules and or procedures). These are available on the BT intranet and HR Home or as are intimated to employees and trainees by the Company from time to time
- ◆ Except where permitted under Company policy, contacting any personnel of any other BT Group entity (other than the Company) to discuss matters in connection with your engagement at BT, training, cessation of training and matters connected thereto; and/or refusal to deal with the concerned department of the Company in this regard.

12.6 Where your training is terminated by reason of the sale, transfer, outsourcing or amalgamation by the Company of the whole or any part of the Company's business, the Company shall be under no obligation to pay compensation for redundancy if the party acquiring the business or the part being sold, transferred outsourced or amalgamated, has offered you continuation of training on terms of training no less favourable as under this Contract and agrees to treat service with the Company as continuous service with the new employer.

12.7 The Company may suspend you while investigating any matter which the Company believes could lead to the Company exercising its rights under clause 12.5 above or taking any other disciplinary action, in keeping with the requirements under applicable laws.

12.8 We shall be under no obligation to pay compensation for the termination of your training for any reason whatsoever, except as required under law.

12.9 In case of termination of your training by the Company under this Contract, it is clarified that you are not entitled to receive severance pay or compensation in lieu of tenure.

12.10 You agree that if your training ceases pre-term and the Company has incurred the training cost, you may be liable to repay some or all of the fees, expenses and other costs paid by the Company (the Costs).

### **13. Obligations on Termination**

13.1 On termination of your training, for any reason whatsoever, you shall:

a. immediately return all Company property (including property leased by the Company) to the Company including all written or machine-readable material, confidential information, software, computers, credit cards, keys and vehicles. Withholding of Company property or refusal to return Company property at any point during your tenure or pursuant to termination of your training, for any reason whatsoever, will be deemed to be an act of gross misconduct and you may be subject to appropriate legal action. The Company will reserve the right to take appropriate legal action against you for the recovery of its property and/ or will deduct the value of such property from any amounts due to you;

b. not represent yourself as being associated with the Company and must not make any adverse comment, publicly or otherwise, about any member of the Company, any BT Group Company, or their employees, trainees or officers, whether on social media, print media or any other form of media, anytime during your training or following cessation of your training;

c. assist the Company in any threatened or actual legal or other proceedings in which the Company or any of the BT Group companies are involved, for which you will be reimbursed all reasonable costs incurred where approval is given in advance; and

d. as and when required, disclose any password, security access codes or other information used by you in the course of your training and ensure to complete the exit formalities / clearances at your end.

### **14. Electronic Communication System**

14.1 You agree that internet access and all Company electronic communication systems, such as electronic mail, instant messenger, the internet and voice mail, shall be made available to you only to carry out the legitimate business of the Company. You shall use all Company electronic communication systems for work purposes and refrain from using them for personal purposes.

14.2 You consent to the Company monitoring, recording, accessing, storing, extracting, intercepting or examining the aforesaid systems and any information on such systems including SPDI (as defined below) and your use of them for reasonable business requirements and in order to check if you are compliant with the Company rules or if there have been any illegal or improper use. Further, you accept that the Company may prohibit or restrict you from accessing them, at any time, if you are found to be in violation of any Company policy, at its sole and absolute discretion.

14.3 You agree that you have no expectation of privacy in the use of the Company's electronic communication systems and you shall comply with any electronic communication



systems policies that the Company may issue from time to time.

## **15. Consent to the Company holding personal data/ information and data protection**

15.1 In accordance with the prevailing data protection laws in force from the date of your joining the Company, you consent to the Company collecting, holding, recording, processing, using, disclosing, sharing and transferring to third parties and group companies (whether within India or outside), personal data such as residence address, telephone number, photograph, educational qualification, details of relatives, all training/employment related and compensation related information, government issued identification and related information ('Personal Data') and any sensitive personal data or information i.e. passwords, financial information, sexual orientation, physical / mental health condition, medical records or biometric information ('SPDI'), relating to you held either electronically or manually, and/or collected during the course of your training or at the time of your appointment, for the purpose of the administration and management of its employees, trainees, its business and for compliance with applicable procedures, laws and regulations. Further, all Personal Data and SPDI collected/provided by you at the time of your appointment/during the course of your training with the Company, will be handled in accordance with the applicable laws and Company's policy in this regard. Further, you agree to intimate us of any change in your personal data and/or SPDI within 7 (seven) working days to the Company.

15.2 Your signing of this Contract, constitutes your express consent to the Company inter alia holding, recording, processing, using, disclosing and/or transferring the Personal Data for its business purposes in compliance with applicable law. You consent to the transfer, disclosure and sharing of SPDI by the Company, with any of the group companies and/or any third party for the purpose of compliance, risk management, operational purposes, administration and management of the business of the Company. You agree that the SPDI may be shared, without your prior consent, with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences. The Company may also, disclose your SPDI to any third party pursuant to an order under the law in force, for instance, when responding to summons or similar legal process, to protect against fraud and to otherwise cooperate with law enforcement or regulatory authorities.

15.3 Subject to applicable law, the Company may, at its sole discretion, transfer SPDI to any other body corporate (as defined under the Information Technology Act, 2000) or a person in India, or located in any other country, that ensures at least the same level of data protection that is adhered to by the Company as provided herein.

15.4 This clause should be read consistently and harmoniously with the relevant provisions of the NDA and the Data Collection Statement and you undertake to comply with the obligations set out under the NDA, Data Collection Statement and this Contract.

## **16. General**

16.1 AntiCorruption and Bribery: BT takes a zero-tolerance approach to bribery and corruption. You must comply with BT's anticorruption and bribery policy, a copy of which is available on the BT Intranet, and related procedures. Failure to do so will be treated as a gross misconduct and disciplinary matter and may result in the immediate termination of your training.



**16.2 Warranties:** You warrant, other than what you have disclosed to the Company in writing:

a) that you are not restricted from performing your duties arising from a restrictive covenant or other noncompetition obligation owed to anyone, or a restriction imposed on you concerning the use of any information or the intellectual property rights of anyone;

b) you will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your training by the Company, and you will not induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

c) that the credentials and any information provided by you including information touching upon your qualifications, experience and ability to perform the duties under this Contract are true and correct;

d) you are entitled to work in India without any additional approvals and will notify the Company immediately if you cease to be so entitled during your training. Further you agree that, upon request, you shall provide the Company with satisfactory evidence that you have the right to work in India;

e) you have disclosed everything to the Company which may be material to the Company's decision to offer you training under this Contract; and

f) you are capable of performing the duties involved in the position.

**16.3 Indemnification:** Without prejudice to any other right available to the Company in law or equity, you shall be liable to indemnify the Company, its affiliates, their directors, officers, trainees and employees, from and against all costs, losses and damages, claims, actions and proceedings arising out of or in connection with the breach or alleged breach of your representations and warranties under this Contract and/or your breach of applicable law. The Company shall be entitled to defend itself pursuant to this clause at your cost.

**16.4 Notices:** Any amendment, notice, or other communication under this Contract shall be sent by personal delivery or courier or email or by registered mail to the Parties at their respective addresses set forth below (or at such other address as a Party may previously have notified the other Party in accordance with this clause 16.4):

To the Company:

Attention : HR Director

Address : 7th to 10 Floor Tower C and D , Building -14, Sector-24 &25 A,  
DLF Cyber City, Notified SEZ, Gurugram , Haryana (DLF IQ-14)

To the trainee:

Attention : P Manisha

Address : HNo 963/7 11/5 behind p & t qtrs, Jhapatapur, Kharagpur, 721301, India

Email : patrunimanisha@gmail.com

All notices and other communications required or permitted under this Contract will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is

refused; and (b) if delivered by email, be deemed given when sent.

The Parties mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Contract.

**16.5 Right to vary:** The Company reserves the right to vary any of the terms and conditions of this Contract and any of its internal policies at any time, which will be notified to you.

**16.6 Severability:** Part or all of any clause of this Contract that is illegal or unenforceable will be severed from this Contract and the remaining provisions continue in force.

**16.7 Survival:** The termination of this Contract shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Contract attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions of clause 11 (Confidentiality, Proprietary Information, Inventions and NonCompetition), clause 13 (Obligations on Termination), clause 14 (Electronic Communication System), 16.2 (Warranties), 16.3 (Indemnification), clause 16.4 (Notices) and clause 17 (Applicable Law).

**16.8 Entire agreement:** This Contract (including the Appendix) and any document referred to in it constitutes the entire agreement between the Company and you as to its subject matter and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between you and the Company or any trainee/employee of the Company.

**16.9 Counterparts:** This Contract may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

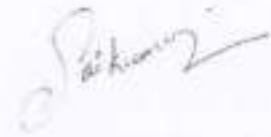
## **17. Applicable law**

**17.1** This Contract shall be governed by, and construed in accordance with, the laws of India. All terms, conditions, rights and obligations under this Contract shall be subject to the applicable laws of India.

**17.2** Any and all claims, disputes, questions or controversies involving the parties and arising out of or in connection with, or relating to this Contract, shall be subject to the exclusive jurisdiction of the Courts of Delhi/Mumbai/Kolkata/Bengaluru. This jurisdiction shall extend to the resolution of any claims, disputes, questions and controversies.

Look forward to your joining the Company.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sai Kumar', with a stylized flourish at the end.

**Sai Kumar**  
**Senior Manager – Talent Acquisition**  
**For and on behalf of the BT e-Serv (India) Private Limited**



**DECLARATION/ACCEPTANCE**

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, accept this training and I agree to abide by the terms and conditions of this Contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name:** P Manisha

**Aadhar ID Number:**

**Appendix1  
Table of benefits**

Section	Name	P Manisha
1.	Position	Trainee Associate (Trainee Customer Service Advisor) reporting to Anita Prasad ( EIN :609602483 ), Title: Manager Operations Consumer, Ph:
2.	Start Date	December 18, 2020
3.	Normal Place of Work	IND--Rajarhat--DLF IT,DLF IT PARK II,TOWER ID, 2ND & 3RD FLOOR,PLOT NO II F/1, BLOCK II F,Rajarhat,West Bengal,India - 700156
3B.	Temporary Place of Work	NA
4.	Stipend	As set out below
5.	Next Stipend Review date	On successful completion of apprenticeship/training
6.	Annual Leave	21
7.	Benefits	Group Medical Insurance Plan: Coverage of INR 6,00,000 for you, your spouse and 2 dependent children, as applicable to be availed as per the due process. Group Personal Accident Plan only for yourself: 5 times of your annual stipend or INR 10,00,000, whichever is higher. Group Term Life Insurance Policy only for yourself: 5 times of your annual stipend or INR 10,00,000, whichever is higher.

**STIPEND DETAILS**

Components	Monthly Figures (INR)
Stipend	19184

Stipend is subjected to deduction of Income Tax as per the Income Tax Act (If any).



December 18, 2020

### Joining Benefit

Dear P,

We are pleased to inform you that upon successful completion of your fifteen (15) month trainee/ apprenticeship programme and commencing employment with BT, you will be paid an advance amount as joining benefit along with your first salary (16th payroll). This advance is in anticipation of your employment continuing with us for a minimum period of six (6) months. Please note we reserve the right to recover this amount in full, if you leave the company, for any reason whatsoever, within the first six months of your employment post completion of your trainee/ apprenticeship programme.

Please see below the joining benefit amount that you may be eligible to receive, which shall be in accordance with your annual performance rating.

Rating	Joining Benefit Amount
Brilliant	INR 35,000 /- (Rupees Thirty Five Thousand Only)
Good Work	INR 18,000 /- (Rupees Eighteen Thousand Only)
Work To Do	NIL

Yours sincerely,



**Sai Kumar**  
Senior Manager - Talent Acquisition  
For and on behalf of BT e-Serv (India) Private Limited

**Private and Confidential**

By Hand Only

Dear P Manisha

**SUCCESSFUL ATTAINMENT OF ACADEMIC DEGREE**

We write further to your appointment letter dated December 15, 2020 with BT e-Serv (India) Private Limited ("Appointment Letter").

As you are aware, you have appeared in the final examination of Graduate results of which are awaited.

We trust that you appreciate that we have extended the Letter of Engagement to you, amongst others, on the basis that you will pass the aforesaid course successfully. As such, you agree that it is a reasonable condition of your continued apprenticeship/training with us that you shall successfully pass the above academic course within a period of 6 months from your commencement date, failing which, your apprenticeship/training with us would come to an immediate end.

This letter shall not affect any other term(s) / condition(s) of your Engagement Letter which shall continue to operate in full.

Thank you for cooperation.

Yours sincerely



**Sai Kumar**  
**Senior Manager – Talent Acquisition**  
**For and on behalf of BT e-Serv (India) Private Limited**

DECLARATION AND ACCEPTANCE

I, **P Manisha**, hereby understand and accept the terms and conditions as set out in this letter and agree that they shall form an integral part of my Appointment Letter.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

Government issued ID type and No \_\_\_\_\_



P Manisha

December 15, 2020

**Probation – Quality Testing Training & Assessments**

Dear P Manisha,

Welcome to BT!

As part of your probation and to equip you to effectively perform your new role at BT, you will undergo 'Quality Testing' training.

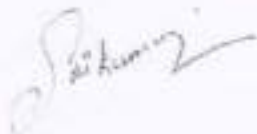
This training will enable you to meet the operational requirements of your role and will include assessments at each stage. You will undergo weekly assessments, external assessments, and depending on your role, assessments may also include mock chats/calls and live chats/calls. You will receive guidance and support throughout the training process, including refresher sessions.

You are required to complete each of the assessments as part of the requirements of your probation. You will be given two opportunities to clear each assessment.

Your performance and suitability for continued employment will be monitored. We reserve the right to terminate your employment at any time during the probation (including any extended period), if your performance including clearing quality testing assessments, behaviour and/or conduct is found unsatisfactory.

We wish you all the best for your journey at BT

Yours sincerely



**Sai Kumar**  
**Senior Manager – Talent Acquisition**  
**For and on behalf of BT e-Serv (India) Private Limited**



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: Joining @ BT**

2 messages

Sohit Kumar Nayak <sohitnayak21@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

Thu, Dec 29, 2022 at 5:04 PM

----- Forwarded message -----  
From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun, 2021, 10:08  
Subject: Joining @ BT  
To:

Dear Candidate,

Congratulations we have initiated your joining process.

Kindly reply by saying "Yes" as your joining confirmation so that we can initiate your background verification.

Your joining date is 2<sup>nd</sup> August'21{





Sincerely,

Lakshay Sabharwal

Professional, Campus – Talent Acquisition

Tel in Number: 01244427008 | Mob: +91-9417317937

cid:image005.png@01D57EC2.F1E3EFE0

Interested in joining BT? Follow Us! facebook twitter cid:image005.png@01D50728.F33F35F0  
System-Internet-Icon

<https://hr.bt.com/en-gb/recruiting-resourcing>

*This email contains BT information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this email in error, please let me know immediately on the email address above. Thank you.*

1/3/23, 12:48 PM

©mail - Fwd: joining @ BT

We monitor our email system, and may record your emails.

British Telecommunications plc  
Registered office: 81 Newgate Street London EC1A 7AJ  
Registered in England no: 1600000

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**6 attachments**



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12K

 image003.jpg  
13K



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1K

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1K

 image004.png  
1K

---

Sohit Kumar Nayak <sohitnayak21@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

Thu, Dec 29, 2022 at 5:08 PM

(Quoted text hidden)

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**6 attachments**



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**Fwd: Joining @ BT**

1 message

Somashree Paul <somopaulshrini@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 8:55 PM

----- Forwarded message -----  
From: <lakshay.sabharwal@bt.com>  
Date: Wed, 30 Jun 2021, 11:08 am  
Subject: Joining @ BT  
To:

Dear Candidate,

Congratulations we have initiated your joining process.

Kindly reply by saying "Yes" as your joining confirmation so that we can initiate your background verification.

Your joining date is 2<sup>nd</sup> August'21(





Sincerely,

Lakshay Sabharwal

Professional, Campus – Talent Acquisition

Tel In Number: 01244427008 | Mob: +91-9417317937

cid:image005.png@01D57EC2.F1E3EF0

Interested in joining BT? Follow Us!  facebook  twitter cid:image005.png@01D50728.F33F35F0  
System-Internet icon

<https://tr.bt.com/en-gb/recruiting-resourcing>

This email contains BT information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this email in error, please let me know immediately on the email address above. Thank you.

We monitor our email system, and may record your emails.

British Telecommunications plc  
Registered office: 81 Newgate Street London EC1A 7AJ  
Registered in England no: 1800000

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6 attachments



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 image002.jpg  
12K



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: BT Provisional Offer (India) - Soumya Subhashree Satapathy**

2 messages

**Mamun Satpathy** <satpathymamun573@gmail.com>  
To: khyamakanta.mits@gmail.com

Tue, Dec 13, 2022 at 4:23 PM

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

From: **BT Recruitment** <noreply@resourcing.bt.com>  
Date: Mon, 19 Oct, 2020, 9:07 am  
Subject: BT Provisional Offer (India) - Soumya Subhashree Satapathy  
To: <satpathymamun573@gmail.com>  
Cc: <nivedita.ghosh@bt.com>

2289025

Dear Soumya Subhashree Satapathy

**PROVISIONAL OFFER OF APPRENTICESHIP**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Service Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on November 2, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

**Full Terms - Training Contract**

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

**The Apprenticeship Pre-Engagement Conditions**

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on November 2, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:



- i. Identity check (including satisfactory evidence of your identity and residence in India).
  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit. If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
  - iii. Criminal record check.
  - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.
- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

**Stipend and benefits**

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

**Acceptance**

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

**Questions**

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



**Sai Kumar**  
**Senior Manager - Talent Acquisition**

**For and on behalf of the BT eServ India Pvt Ltd**

**ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP**




I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_,  
residing at \_\_\_\_\_ accept apprenticeship/training with  
BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to  
fully comply and abide by the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: Soumya Subhashree Satapathy

---

**3 attachments**

-  **Frequently Asked Questions\_V2.pdf**  
236K
-  **Pan India Transport Service and No Service Zone V3.xlsx**  
87K
-  **Annexure 1.pdf**  
213K

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**Mamun Satpathy** <satpathymamun573@gmail.com>  
To: khyamakanta.mits@gmail.com

Tue, Dec 27, 2022 at 11:39 AM

[Quoted text hidden]

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**3 attachments**

-  **Frequently Asked Questions\_V2.pdf**  
236K
-  **Pan India Transport Service and No Service Zone V3.xlsx**  
87K
-  **Annexure 1.pdf**  
213K





## Offer Letter

Date : Tuesday, July 5, 2022

Dear Priyanka Das,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Associate -Repayment and Collection at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the Digital Finance department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (Annexure A). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Friday, July 8, 2022. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Friday, July 8, 2022, the offer shall be deemed to be rejected by you. Please accept this offer in our HR portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Associate -Repayment and Collection
Department	Digital Finance
Employment Type	Regular
Work Location	IBC Knowledge Park, Bangalore

Fixed Compensation: ₹ 450000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 450000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Friday, July 8, 2022, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Deeptha A R  
Head - Human Resources

## Annexure - A

Compensation Details	
Name	Priyanka Das
Designation	Associate -Repayment and Collection
Date Of Joining	Friday, July 8, 2022
Annual Cost To Company(CTC)	₹ 450000
Fixed Compensation	₹ 450000
Variable Compensation	₹ 0
Earnings	
Component Category	Annual
Basic Pay	₹225,000.00
House Rent Allowance	₹112,500.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹74,100.00
Adhoc Allowances*	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
Annual Earnings (Fixed CTC - Company PF & ESIC Contribution )	₹426,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
Total Annual Net Pay (Before Taxes)**	₹406,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1600/- per month), will be included in above mentioned CTC.

## Bonuses (As Applicable)

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

## Key Points

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances



- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 2 days. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 30 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 30 days of notice in writing, or by payment of 30 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 30 days of notice in writing or 30 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of



Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### Annexure - B

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

Allowance	Maximum Amount	Tax Treatment
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### General Guidelines

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear A. Kirti,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

### A. Kirti Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1600 | Fax: +91 20 8899 6050 | CIN: UB5110PN1983PLC145956 Page 3 of 3



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www.capgemini.com/in-en

### Letter of Intent ("LOI")

Dear Abhijit Panda,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Upon joining Capgemini,

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Abhijit Panda**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Anindita Das,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Upon joining Capgemini,

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Anindita Das**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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www.capgemini.com/in-en

### Letter of Intent ("LOI")

Dear Ankita Singh,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,  
Yours Sincerely,  
**For & On Behalf of Cappgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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## ANNEXURE 1

**Ankita Singh**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village: Mani, Taluka: Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145850 Page 3 of 3



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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Aswasini Mohanty,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Aswasini Mohanty**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Chandrika Hansda,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,

Yours Sincerely,

**For & On Behalf of Cappgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Chandrika Hansda**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Debjyoti Rath,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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## ANNEXURE 1

**Debjyoti Rath**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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### Letter of Intent ("LOI")

Dear Deepshikha Behera,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,

Yours Sincerely,

**For & On Behalf of Cappgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Deepshikha Behera**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400706, Maharashtra, India.  
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Deepsikha Panigrahi,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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## ANNEXURE 1

**Deepsikha Panigrahi**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U05110PN1893PLC145950 Page 3 of 3



Capgemini Technology Services India Limited  
(Formerly known as IQATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400706, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Gokul M,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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Upon joining Capgemini,

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3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Gokul M**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

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Capgemini Technology Services India Limited  
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IT 1, IT 2, Airoli MIDC, Thane - Bolepur Road,  
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Tel: +91 22 7144 4285 | Fax: +91 22 7141 2121  
[www.capgemini.com/it-es](http://www.capgemini.com/it-es)

### Letter of Intent ("LOI")

Dear Gyanendra Padhi,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Gyanendra Padhi**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

## Letter of Intent ("LOI")

Dear Meenakshi Panda,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Cappgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@cappgemini.com](mailto:fresherhiring.in@cappgemini.com)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Cappgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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## ANNEXURE 1

**Meenakshi Panda**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

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Capgemini Technology Services India Limited  
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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400708, Maharashtra, India  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

### Letter of Intent ("LOI")

Dear P. Agnee Kumari,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@cappgemini.com](mailto:fresherhiring.in@cappgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Cappgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**P. Agnee Kumari**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefirs, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6899 1000 | Fax: +91 20 6899 5050 | CIN: U85110PN1993PLC145050 Page 3 of 3



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

### Letter of Intent ("LOI")

Dear Pooja Ray,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

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Upon joining Capgemini,

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@cappgemini.com](mailto:fresherhiring.in@cappgemini.com)

Thanking you,

Yours Sincerely,

**For & On Behalf of Cappgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Pooja Ray**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**





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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Pratyasha Pati,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Pratyasha Pati**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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Navi Mumbai - 400706, Maharashtra, India.  
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www.capgemini.com/in-en

### Letter of Intent ("LOI")

Dear Ritika Beura,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,

Yours Sincerely,

**For & On Behalf of Cappgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Ritika Beura**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Sameeksha Jena,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Sameeksha Jena**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Caggemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai - 400705, Maharashtra, India.  
Tel: +91 22 7144 4289 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Sanjana Satapathy,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Sanjana Satapathy**  
**Associate and A3**

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**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**





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www.capgemini.com/in-en

### Letter of Intent ("LOI")

Dear Sarmista Dhal,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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**Head - Fresher Hiring**

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## ANNEXURE 1

**Sarmista Dhal**  
**Associate and A3**

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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Shibani Choudhury,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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**Head - Fresher Hiring**

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## ANNEXURE 1

**Shibani Choudhury**  
**Associate and A3**

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**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

---

Regd Office: Pune-Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145850 Page 3 of 3



Capgemini Technology Services India Limited  
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[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

### Letter of Intent ("LOI")

Dear Shireen Begum,

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Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Shireen Begum**  
**Associate and A3**

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### Letter of Intent ("LOI")

Dear Sourav Kumar,

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**For & On Behalf of Capgemini**

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**Head - Fresher Hiring**

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## ANNEXURE 1

**Sourav Kumar**  
**Associate and A3**

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Navi Mumbai - 400706, Maharashtra, India.  
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www.capgemini.com/in-en

### Letter of Intent ("LOI")

Dear Sradhanjali Behera,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 with Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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**For & On Behalf of Capgemini**

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## ANNEXURE 1

**Sradhanjali Behera**  
**Associate and A3**

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### Letter of Intent ("LOI")

Dear Sujit Kumar Gochhi ,

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## **ANNEXURE 1**

**Sujit Kumar Gochhi**  
**Associate and A3**

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### Letter of Intent ("LOI")

Dear Surya Prasad Dixit,

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**For & On Behalf of Capgemini**

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**Head - Fresher Hiring**

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## ANNEXURE 1

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**Associate and A3**

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### Letter of Intent ("LOI")

Dear Swarnima Mohapatra,

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The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

---

## ANNEXURE 1

**P. Agnee Kumari**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Pratiksha Sahu <pratikshasahu2001@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 28, 2022 at 6:01 PM

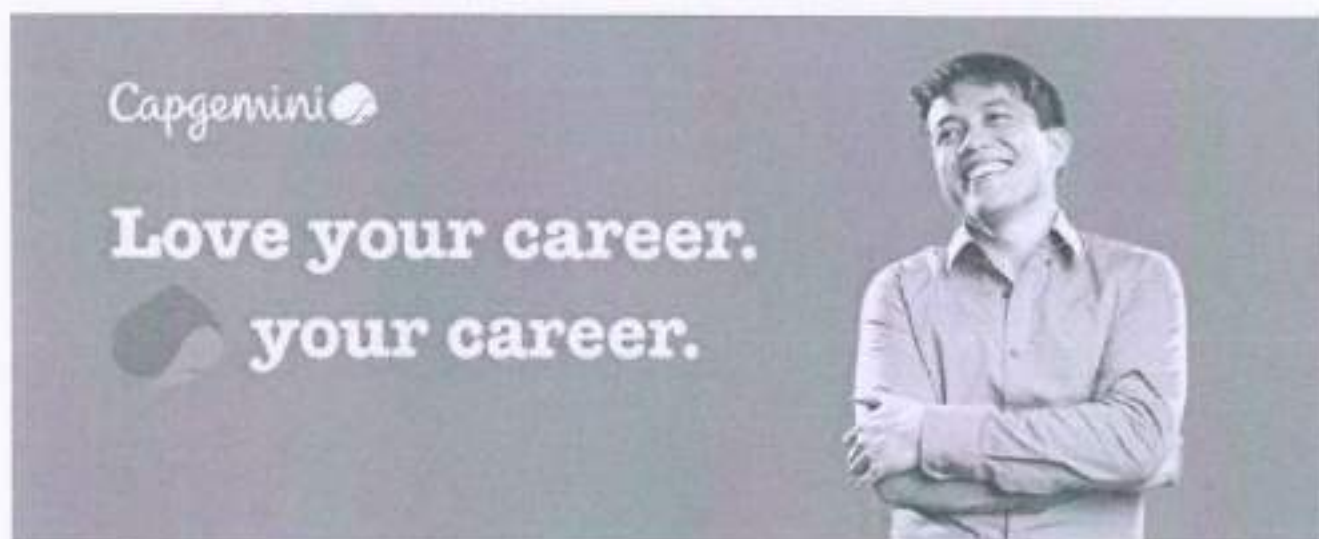
----- Forwarded message -----

From: **Superset** <notifications@email.joinsuperset.com>

Date: Tue, 31 Aug 2021, 9:45 am

Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent

To: <pratikshasahu2001@gmail.com>



Most Ethical  
Company - Eight  
times in a row



Worst night-rated on  
Glassdoor



Capgemini Research  
Institute ranked #1



Our gender balance  
initiatives



Our global client  
stories

Dear Pratiksha Sahu,

At Capgemini, we work with the world's leading brands to enhance and transform the way they do business. We do this with passion. And we do this by applying the human touch to business and technology. In fact, passionate people are Capgemini's ace of spades.

During our interaction with you, we found you to be equally passionate about what you do. We are pleased to announce you have successfully cleared our initial selection process and been shortlisted for a suitable position with us. This decision is purely based on your merit and performance during your interactions with us.

As the next step in taking your candidature ahead, please go to **Job Profile Tab** and complete the process of accepting the Letter of Intent.

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Sep 04, 2021 11:59 PM IST.

To ensure ease of process, please find below list of documents that would be needed to complete the process:

- Passport size photo
- SSC & HSC Certificate
- Graduation Marksheets
- Graduation Degree Certificate/Provisional Degree\* (If applicable)
- Government ID Proof (Aadhar Card/ Driving License/ Passport/ Voter ID)
- Diploma Marksheets( If applicable)
- Diplome Certificate( If applicable)
- Post-graduation Marksheets\* ( If applicable)
- Post-graduation Certificate\*( If applicable)

\*Please note that if you have completed your diploma/graduation/post-graduation it is mandatory to upload all semester marksheets and degree certificate.

Note the following points while completing the process :

- Marksheets should be scanned and uploaded semester/year wise only
- Kindly ensure all documents are clearly scanned and uploaded in PDF/JPEG/JPG/PNG format only
- Maximum file size limit is 4MB
- The file nomenclature should be (FirstName LastName DocumentName)

Kindly Refer to below examples for document nomenclature:

Example 1: Rahul Singh is currently in 7th semester Engineering from ABC college. The documents Rahul would upload be as follows : [Click here to see the Example](#)

Example 2: Aniab Chakraborty is currently in 7th semester Engineering from ABC college. He has joined ABC college via Lateral entry in 2nd year having done Diploma after SSC. The documents Aniab would upload be as follows : [Click here to see the Example](#)

Example 3: Aditya Sharma is currently in 4th semester MCA from ABC college. The documents Aditya would upload be as follows : [Click here to see the Example](#)

Example 4: Tanvi Sharma has completed her Graduation from ABC college. The documents Tanvi would upload be as follows : [Click here to see the Example](#)

Do reach out to us on [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com) in case of any queries.

Thank you for interviewing with Capgemini. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

Love your career. Ace your career at Capgemini.

University Hiring & Relations Team

[Go to Offer Page](#)



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To view our candidate privacy notification please [click here](#)

12/29/22, 3:59 PM

Gmail - Fwd: Cappemini congratulates you on your selection and presents you our Letter Of Intent

The information contained in this message is strictly internal and confidential.  
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## Fwd: Cpggemini - Joining Confirmation &amp; Documents Verification Email

1 message

Sourav Kumar <souravk14@gmail.com>  
To: khyamakanta.sahu@gmail.com

Tue, Dec 27, 2022 at 3:29 PM

Hello Sir,

Name - Sourav Kumar

PRR

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

From: Mishra, Namrata <namrata.mishra@cpggemini.com>  
Date: Tue, 31 Aug 2022, 11:00 pm  
Subject: Cpggemini - Joining Confirmation & Documents Verification Email  
To:

Dear Candidates,

Greetings from Cpggemini!

Hope this mail finds you safe and in good health.

We are glad to inform you that your joining has been confirmed on 07<sup>th</sup> September 2022 at Mumbai. Your onboarding will be completed virtually.Please confirm your interest in joining us by replying on the same mail trail by 1<sup>st</sup> Sep 2022 by 12noon.If you are not interested in joining then reply us with completed reason on the same mail trail by 1<sup>st</sup> Sep 2022 by 12noon.

Also confirm that all your theory and practical exams for final year / semester are completed and there are no backlogs while replying this email.

Please confirm whether you have laptop with minimum 4 GB RAM. (Mandatory requirement)

Request you to update details in the below table.

Current Address	Asset (Desktop/Laptop)	RAM	Stable Broadband Connection	5 <sup>th</sup> Semester Mark sheet/Original/Online Screenshot From University portal (Mandatory Yes/No)

Once on boarded you will receive your training schedule. The training will begin in a virtual mode. However, if the lockdown conditions allow, a travel schedule will be provided to you and you will have to report in person for your training as per the schedule to the location mentioned in the offer letter.

**\*Please note that travel for training will be considered keeping in mind the lockdown protocols and please do not make any travel plans without receiving the training schedule.**

We are initiating Offer and would require your documents in the below mention format.

## 1) Documentation:

- IRF: Please find the IRF attached in this mail. Please fill the same.
  - o Date of Authorization means the date on which you are filing the IRF form.
  - o Signature should be manually signed.

Sr no	Document Required	Format	Rename the document as	Example
1	Resume	Scanned in PDF format	Final name last name Resume	If your name is harsh singh, the name of doc will be Harsh Singh Resume



2	BSC Certificate	Scanned in PDF format	First name last name BSC	If your name is Harish Singh, the name of doc will be Harish Singh BSC
3	HSC Certificate	Scanned in PDF format	First name last name HSC	If your name is Harish Singh, the name of doc will be Harish Singh HSC
4	Diploma 3 mark sheets (if Applicable)	All 3 yrs. mark sheets Scanned together in PDF format	First name last name Diploma Mark sheets	If your name is Harish Singh, the name of doc will be Harish Singh Diploma Mark sheets
5	Diploma Certificate (if Applicable)	Scanned in PDF format	First name last name Diploma Mark sheets	If your name is Harish Singh, the name of doc will be Harish Singh Diploma Certificate
6	Degree mark sheets	All 4 <sup>th</sup> semester study sheets Scanned together in PDF format	First name last name BSC/BCA Mark sheets	If your name is Harish Singh, the name of doc will be Harish Singh BSC/BCA mark sheets
7	Degree Certificate/Professional Degree/ Degree Certificate	Scanned in PDF format	First name last name Degree Certificate	If your name is Harish Singh, the name of doc will be Harish Singh Degree Certificate
8	IRF Form (Attached in email)	Filled, signed manually and Scanned in PDF format	First name last name IRF	If your name is Harish Singh, the name of doc will be Harish Singh IRF
9	Passport size photo	Scanned in PDF format	First name last name Photo	If your name is Harish Singh, the name of doc will be Harish Singh Photo
10	Government ID Proof (Aadhar card/ Driving license / Passport / Voter ID)	Scanned copy of any one of these documents	First name last name Govt ID proof	If your name is Harish Singh, the name of doc will be Harish Singh govt ID proof
11	Database form	Scanned in PDF format	First name last name Database	If your name is Harish Singh, the name of doc will be Harish Singh Database

- Active backlog will not be applicable.

Note: The scanned copies must be clearly visible (blurred documents will not be accepted). Please ensure the documents are scanned completely and are not cut off from the edges. The size of document should in PDF format only with file size less than 4 MB.

The deadline for sending the documents is 1<sup>st</sup> Sep 2021 by 4pm. Kindly adhere to the deadline to avoid delay in further formalities.

In order to ensure a smooth onboarding experience, we have put together the following points for you to prepare for the same.

#### 2) Training Agreement :

Please find attached the Training agreement & instructions to fill the same. Once completed, please get it notarized and send us the notarized scanned copy in an index file 3<sup>rd</sup> Sep 2021 by 11PM.

#### 3) For further Onboarding/Training - Personal Laptop/Desktop with webcam & Stable Wi-Fi internet facility is Mandatory

After the offer is released, you will need to fill the Candidate Wizard before the joining date. (Link will be provided)

Please find below a handy Checklist for filling Candidate Wizard

Sl. No.	Check List while filling the Candidate Wizard
1	Check correct First Name, Middle Name, Last Name
2	Check on Date of Birth
3	Personal Email ID
4	PAN No. to be filled
5	Aadhar No. to filled
6	UAN if applicable, to be filled
7	Check correct Date of Birth of Dependents
8	Check that "Self" and siblings are not nominated in all nominators

12/29/22, 3:53 PM

Gmail - Fwd: Cappemini - Joining Confirmation & Documents Verification Email

**\*Please note that the onboarding is virtual and you are not expected to travel for the same. Any travel plan should be made only once you receive the training schedule.**

To view our Candidate Privacy Notification please [Click Here](#)

Regents,

University Relations and Hiring Team

This message contains information that may be privileged, confidential and is the property of the Cappemini Group. It is intended only for the person named in the Address. If you are not the intended recipient, you are notified that disclosing, copying, distributing, or using this message or any part thereof, is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete all copies of this message.

---

4 attachments

-  IRF Form.pdf  
95K
-  database form.pdf  
89K
-  Cappemini CG - Training Agreement - B Sc.pdf  
144K
-  Instructions - How to fill Training Agreement.pdf  
99K

07-Jun-2021

Dear Ranjan Kumar Mahanta,  
BCA, Computer Application  
Utkal University

Thank you for exploring career opportunities with Cognizant Technology Solutions India Private Limited ("Cognizant"). You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 251,999/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.284,111/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:


a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**





Khyamakanta Sahu <khyamakanta.mits@gmail.com>

**Arpita Monalisha**

3 messages

ARPITA MONALISHA <arpitamonalisha8@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

Sat, Dec 10, 2022 at 9:11 AM

On Thu, Oct 7, 2021, 10:34 USI Consulting Campus <usiconsultingcampus@deloitte.com> wrote:



Deloitte Consulting India Private Limited | October 6th 2021



**Congratulations!**  
Letter of Intent to Hire

Dear Candidate,

On behalf of Deloitte Consulting India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very

favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

**As an acknowledgement of your acceptance of this letter of intent, please [click here](#) and share your acceptance (accept/decline) and provide us with a few details. Kindly do get back to us within three business days (11 am, 11<sup>th</sup> October, 2021) of receipt of this mail, after which period this offer shall lapse automatically.**

A detailed offer letter describing the terms of your employment and related contingencies will follow **post your acceptance of this letter of intent.**

During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timings, at designated work space and location as may be decided by the Company.

Everyone you have interviewed with joins me in welcoming you. We at Deloitte are looking forward to you joining us. If you wish to gain any further clarity, please feel free to contact us.

**Please note that Aadhaar card with complete date of birth (dd/mm/yyyy format) is required for creating UAN number for PF account. In case you do not have the Aadhaar in the correct format, request you to please update it on priority (refer attached document FAQ on E-Aadhaar for further guidance to obtain the same from the UIDAI portal). This is a very crucial part of offer release.**

[Click here](#) to write to us in case you may have any queries. Thank you!

Regards,  
Campus Recruitment team

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vE.1

3 attachments

image002.png  
9K



Khyamkanta Sahu &lt;khyamkanta.mits@gmail.com&gt;

**Fwd: Deloitte Offer**

1 message

From: Ankit Das <blodis75.0@gmail.com>  
 To: Khyamkanta Sahu <khyamkanta.mits@gmail.com>

Thu, Dec 19, 2021 at 5

----- Forwarded message -----  
 From: Deloitte (Offices of US) via DocuSign <dsf\_nas@docusign.com>  
 Date: Tue, 2 Nov 2021, 21:18  
 Subject: Deloitte Offer  
 To: Ankit Das <blodis75.0@gmail.com>



IMAGINE AN  
 IMPACT THAT  
 MATTERS.  
 Deloitte

Deloitte (Offices of US)

**Congratulations!**

Everyone you have interviewed with joins me in congratulating and welcoming you into the Deloitte US India family.

We are pleased to extend the Employment Offer to you.

Please formally accept / decline this offer within 3 days (three days). Our offer will be valid through this date, after which period it shall lapse automatically.

This offer and your employment with Deloitte US firms in India are conditional and subject to the successful completion of our current graduate / post-graduation program and the submission of your mark sheets and passing certificate on/ before your date of joining.

We hope you'll choose to be part of this exciting opportunity and we are thrilled to have you as a part of our team.

Also, attached is the Deloitte (Offices of the US) benefits program overview.

[http://talent.force.com/aw/en/USL\\_Benefits\\_Overview](http://talent.force.com/aw/en/USL_Benefits_Overview)

**Note:**

\*Please expect to receive a separate email with your password to access, review and e-sign the offer.

\*This is a send-only email address. Please do not reply to this email.

\*Should you have any questions, please contact your Deloitte recruiter.

\*It is mandatory to e-sign the offer letter as a confirmation of your acceptance.

[View Deloitte Offer](#)

Regards,

Deloitte (Offices of US)

**About Deloitte**

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1/3/23, 12:47 PM

Gmail - Fwd: Deloitte Offer

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30 Rockefeller Plaza  
New York, NY 10112-0015  
United States



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20 USC 220506

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**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
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village,  
Ranga Reddy, Hyderabad,  
Telangana - 500032

Tel: +91 040 67621000  
www.deloitte.com

11/16/2021

Mr. Deepak Kumar Kasta  
Bm-18, Vss Nagar  
Infront Of Sbi Bank,  
Bhubaneswar - 751007

**Subject: Offer of Employment**

**Dear Deepak Kumar Kasta:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from

time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Deepak Kumar Kasta**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by  
*Chandra Shekar Heggannur Shivaramu*  
3B1A6238C0A07E

**Authorized Signatory**

Mr. Deepak Kumar Kasta

**Acceptance**

I, **Deepak Kumar Kasta**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance:

DocuSigned by:  
Deepak Kumar  
Kasta  
629810435419400

Signature

11/19/2021

Date



## Annexure A

Mr. Deepak Kumar Kasta

Associate Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	9,500	1,14,000
House Rent Allowance (HRA)	4,750	57,000
Special Allowance <sup>1</sup> * <sup>2</sup>	4,805	57,660
Leave Travel Allowance <sup>3</sup>	950	11,400
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	3,079	36,948
Employer's contribution to PF	1,800	21,600
<b>Total Salary (in Rs.)</b>	<b>27,084</b>	<b>3,25,008</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	3,013	36,167

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/...



## Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Employee in Level -	Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.	Petrol / Insurance / Repairs & Maintenance
Associate Analyst		
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>2a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle - Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	<= 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Deepak Kumar Kasta

Hyderabad

Annexure B

**Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

**PRELIMINARY MATTERS**

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

**PROTECTION OF OUR BUSINESS**

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*



*Signatory*, except as required by my authorized duties for the Employer, not use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my



possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the



period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*



remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

#### OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to



the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.



I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



**OMKAR CHANDRAMOULI KONCHUR**  
Talent

Authorized Signatory

Effective as of **January 17, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature \_\_\_\_\_

Name \_\_\_\_\_

## **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,



including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.



**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:  
DELOITTE CONSULTING INDIA PRIVATE LIMITED



**OMKAR CHANDRAMOULI KONCHUR**  
**Talent**

*Authorized Signatory*

\_\_\_\_\_  
Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

**EXHIBIT C**

**Proceedings**

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

\_\_\_\_\_  
Deloitte Consulting India Private Limited



**OMKAR CHANDRAMOULI KONCHUR**  
Talent

I have read and understood the above policy terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

*An Authorized Signatory's signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.*

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.



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## 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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## 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

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## 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

---

## 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

---

## 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

---

## 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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## 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloittecnr.deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloittecnr.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.



- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **January 17, 2022**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

# Deloitte.

Dear **Deepak Kumar Kasta**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 17, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



1/3/23, 12:47 PM

Gmail - Fwd: Deloitte Offer



Khyamakanta Sahu <khyamakanta.nits@gmail.com>

**Fwd: Deloitte Offer**

1 message

Gyanaranjan Mohapatra <gyaranaranjan07mohapatra@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.nits@gmail.com>

Thu, Dec 28, 2022 at 5

----- Forwarded message -----  
From: Deloitte (Offices of US) via DocuSign <4024\_NAS@docuSign.com>  
Date: Tue, 2 Nov 2022, 21:13  
Subject: Deloitte Offer  
To: Gyanaranjan Mohapatra <gyaranaranjan07mohapatra@gmail.com>

**Deloitte.**



MAKING AN  
IMPACT THAT  
MATTERS  
Since 1888

Deloitte (Offices of US)



**Congratulations!**

Everyone you have interviewed with joins me in congratulating and welcoming you into the Deloitte US India family.

We are pleased to extend the Employment Offer to you.

Please formally accept / decline this offer within 3 days (three days). Our offer will be valid through this date, after which period it shall lapse automatically.

This offer and your employment with Deloitte US firms in India are conditional and subject to the successful completion of your current graduate/ post-graduation program and the submission of your mark sheets and passing certificate on/ before your date of joining.

We hope you'll choose to be part of this exciting opportunity and we are thrilled to have you as a part of our team.

Also, attached is the Deloitte (Offices of the US) benefits program overview.

[http://talent.force.com/content/USL\\_Benefits\\_Overview](http://talent.force.com/content/USL_Benefits_Overview)

**Note:**

\*Please expect to receive a separate email with your password to access, review and e-sign the offer.

\*This is a send-only email address. Please do not reply to this email.

\*Should you have any questions, please contact your Deloitte recruiter.

\*It is mandatory to e-sign the offer letter as a confirmation of your acceptance.

View Deloitte Offer

**Regards**

Deloitte (Offices of US)

**About Deloitte**

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee ("DTTL"), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as "Deloitte Global") does not provide services to clients. In the United States, Deloitte refers to one or more of the US member firms of DTTL, each related entities that operate using the "Deloitte" name in the United States and their respective affiliates.

1/3/23, 12:47 PM

Gmail - Fwd: Deloitte Offer

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30 Rockefeller Plaza  
New York, NY 10112-0013  
United States



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**Deloitte Consulting India Private Limited**

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village,  
Ranga Reddy, Hyderabad,  
Telangana - 500032

Tel: +91 040 67621000  
www.deloitte.com

11/18/2021

**Mr. Piyush Kumar Behera**

**Subject: Offer of Employment**

**Dear Piyush Kumar Behera:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from



time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Piyush Kumar Behera**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

Executed by  
*Chandra Shekar Heggannur Shivaramu*  
38142F282D4917E

Authorized Signatory



**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
Ranga Reddy, Hyderabad,  
Telangana - 500032

Tel: +91 040 67621000  
www.deloitte.com

11/18/2021

**Miss. Rupali Pati**

**Subject: Offer of Employment**

**Dear Rupali Pati:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from



time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Rupali Pati**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by:  
*Chandra Shekar Heggannur Shivaramu*  
381A8F295D4247E

**Authorized Signatory**



**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
Ranga Reddy, Hyderabad,  
Telangana - 500032

Tel: +91 040 67621000  
www.deloitte.com

11/18/2021

**Miss. Sagarika Sahoo**

**Subject: Offer of Employment**

**Dear Sagarika Sahoo:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from



time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

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This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Sagarika Sahoo**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.  
Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by:  
*Chandra Shekar Heggannur Shiruram*  
391A87298249170

Authorized Signatory



**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
Ranga Reddy, Hyderabad,  
Telangana - 500032

Tel: +91 040 67621000  
www.deloitte.com

11/02/2021

**Mr. Sibananda Muduli**  
At: Banpur, Bidharpur  
Po: Banpur, Dist:-khordha,  
Banpur - 752031

**Subject: Offer of Employment**

**Dear Sibananda Muduli:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from



time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Sibananda Muduli, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by:  
*Chandra Shekar Hogganwar Shivaram*  
301A07202ED407C...

Authorized Signatory



**Mr. Sibananda Muduli**

**Acceptance**

I, **Sibananda Muduli**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
Sibananda Muduli  
e1c1f60024e0042f  
\_\_\_\_\_  
Signature

11/03/2021  
\_\_\_\_\_  
Date

## Annexure A

Mr. Sibananda Muduli

Associate Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	9,500	1,14,000
House Rent Allowance (HRA)	4,750	57,000
Special Allowance <sup>(1+2+3)</sup>	4,805	57,660
Leave Travel Allowance <sup>2</sup>	950	11,400
Meal Card <sup>1</sup>	2,200	26,400
Differential Allowance(L)	3,079	36,948
Employer's contribution to PF	1,800	21,600
<b>Total Salary (in Rs.)</b>	<b>27,084</b>	<b>3,25,008</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>4</sup>	3,013	36,167

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

## Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

Employee in Level -	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
Associate Analyst	<i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i>	<i>Petrol / Insurance / Repairs &amp; Maintenance</i>
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle - Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	≤ 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Sibananda Mudali

Hyderabad

Annexure B

**Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

**PRELIMINARY MATTERS**

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

**PROTECTION OF OUR BUSINESS**

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my



possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the



period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*



remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

#### OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to



the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



**OMKAR CHANDRAMOULI KONCHUR**  
Talent

Authorized Signatory

Effective as of **January 17, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature \_\_\_\_\_

Name \_\_\_\_\_



## **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.



**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement.

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (cRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:  
DELOITTE CONSULTING INDIA PRIVATE LIMITED



**ONKAR CHANDRAMOULI KONCHUR**  
**Talent**

*Authorized Signatory*

\_\_\_\_\_ Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

\_\_\_\_\_  
Deloitte Consulting India Private Limited



**OMKAR CHANDRAMOULI KONCHUR**  
Talent

I have read and understood the above policy terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloitteenet.com](http://www.deloitteenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloitteenet.com](http://www.deloitteenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.



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## 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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## 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

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## 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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## 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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## 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

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## 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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## 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.



- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteindia.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **January 17, 2022**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



# Deloitte.

Dear **Sibananda Muduli**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 17, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
Ranga Reddy, Hyderabad,  
Telangana - 500032

Tel: +91 040 67621000  
www.deloitte.com

11/18/2021

**Miss. Sivapriya Raiguru**

**Subject: Offer of Employment**

**Dear Sivapriya Raiguru:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from

time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Sivapriya Rajguru**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.  
Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by:

*Chandra Shekar Hogganna Shivaramu*

30148F28F0404E

Authorized Signatory





**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
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Telangana - 500032

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www.deloitte.com

11/18/2021

**Mr. Sthitaprajna Sarangi**

**Subject: Offer of Employment**

**Dear Sthitaprajna Sarangi:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from







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Tel: +91 040 67621000  
www.deloitte.com

11/18/2021

**Miss. Swatishree Sahoo**

**Subject: Offer of Employment**

**Dear Swatishree Sahoo:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from



time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Swatishree Sahoo**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.  
Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by:  
*Chandra Shekar Heggannur Shivaramu*  
301A6F20C2A947E

Authorized Signatory



**Deloitte Consulting India Private Limited**

Opposite to Meenakshi Tech park,  
4th Floor, Survey No 41, Gachibowli  
village,  
Ranga Reddy, Hyderabad,  
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11/02/2021

**Mr. Vivekanand Sahoo**  
**Krushnachandrapur, Po.-Gopapur**  
**Ps-Baramba, Dist-Cuttack,**  
**Baramba - 754031**

**Subject: Offer of Employment**

**Dear Vivekanand Sahoo:**

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 17, 2022**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 17, 2022**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from



time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 17, 2022**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 5:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Vivekanand Sahoo**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Consulting India Private Limited**

Best regards,

DocuSigned by  
*Chandra Shekar Heggannur Shivarama*  
3014028ED0847C

**Authorized Signatory**



**Mr. Vivekanand Sahoo**

**Acceptance**

I, **Vivekanand Sahoo**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
*Vivekanand Sahoo*  
FC0487FA48C491  
\_\_\_\_\_  
Signature

11/02/2021  
\_\_\_\_\_  
Date

## Annexure A

Mr. Vivekanand Sahoo

Associate Analyst

Description	Monthly (Rs. per month)	Annual (Rs. per Annum)
Basic Pay	9,500	1,14,000
House Rent Allowance (HRA)	4,750	57,000
Special Allowance <sup>(a &amp; b)</sup>	4,805	57,660
Leave Travel Allowance <sup>2</sup>	950	11,400
Meal Card <sup>3</sup>	2,200	26,400
Differential Allowance(L)	3,079	36,948
Employer's contribution to PF	1,800	21,600
<b>Total Salary (in Rs.)</b>	<b>27,084</b>	<b>3,25,008</b>
Variable Bonus <sup>4</sup>	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business.	
Medical Insurance Premium <sup>5</sup>	3,013	36,167

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd's....

Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> Communication Expenses	<sup>1b</sup> Fuel Expenses
<b>Employee in Level -</b>	<i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i>	<i>Petrol / Insurance / Repairs &amp; Maintenance</i>
<b>Associate Analyst</b>		
	Rs.3,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

Nature of Expenses	Own Vehicle -Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		Two Wheelers
	≤ 1600 cc	> 1600 cc	
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>4</sup> Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.





Vivekanand Sahoo

Hyderabad

Annexure B

**Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")**

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

**PRELIMINARY MATTERS**

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. ***Pre-existing Agreements or Arrangements.*** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

**PROTECTION OF OUR BUSINESS**

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

*Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my



possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the



period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*



remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

#### OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

*Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to



the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



**ONKAR CHANDRAMOULI KONCHUR**  
Talent

Authorized Signatory

Effective as of **January 17, 2022**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



## **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

**Confidential Information** – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte India (Offices of the US)** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.



**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

\* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement.

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

**EXHIBIT B**

**Pre-existing Creations; Pre-existing Agreements or Arrangements**

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:  
DELOITTE CONSULTING INDIA PRIVATE LIMITED



**OMKAR CHANDRAMOULI KONCHUR**  
Talent

*Authorized Signatory*

\_\_\_\_\_  
Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations or Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.



EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**EXHIBIT D**

**Exceptions to Post-Employment Restrictions: re: Clients**

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Service(s) Permitted

\_\_\_\_\_  
Deloitte Consulting India Private Limited



**OMKAR CHANDRAMOULI KONCHUR**  
Talent

I have read and understood the above policy terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

## Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

### Terms of Service

#### 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on [www.deloittenet.com](http://www.deloittenet.com). The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to [www.deloittenet.com](http://www.deloittenet.com) and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.



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## 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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## 3. HARRASSMENT POLICY

**Administrative Policy Release ("APR") 213** is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

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## 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

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## 5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

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## 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

---

## 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

\* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

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## 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) ([https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218\\_OutsideEmploymentActivities\\_US.aspx](https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx)).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.



- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteindia.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 17, 2022, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name





Dear Vivekanand Sahoo,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 17, 2022**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department

January 12, 2022

HRD/2T/1001978731/21-22

Mr. Umakanta Mahanta  
At- Haridagoth,  
Po- Naranpur  
Keonjhar-758014  
India

Ph: +91-9348442486

Dear Umakanta,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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

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

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.12 16:44:09 IST  
Reason: Digitally signed  
Location: Bengaluru

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
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Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0251  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

January 12, 2022

HRD/1001978731/21-22

Mr. Umakanta Mahanta  
At- Haridagoth,  
Po- Naranpur  
Keonjhar-758014  
India

Ph: +91-9348442486

Dear Umakanta,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **24-Jan-2022**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

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

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

### **Agreement**

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.



You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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

### **Background Checks**

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

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

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



### Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

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

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

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

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

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

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

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name                      Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2025.01.12 16:44:03 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
eskes@infosys.com  
www.infosys.com



**ANNEXURE - I**  
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Umakanta Mahanta			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



12/29/22, 3:58 PM

Gmail - Fwd: Welcome to Infosys : DOJ - 27-Dec-2021



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

---

**Fwd: Welcome to Infosys : DOJ - 27-Dec-2021**

1 message

---

Ankana Chatterjee <ankanechatterjee1998@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 6:57 PM

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

From: Infosys\_LPCampus <infosys\_lpcampus@infosys.com>  
Date: Mon, 20 Dec 2021, 8:05 pm  
Subject: Welcome to Infosys : DOJ - 27-Dec-2021  
To: ankanechatterjee1998@gmail.com <ankanechatterjee1998@gmail.com>



Hi Ankana Chatterjee,

Candidate ID: 1002019553

**Welcome to Infosys.**

We are delighted that you have accepted our offer and agreed upon the joining date. To ensure ease of joining we have attached **two** documents for your reference.

You would have already received your login details to the Launchpad portal. You are requested to update all your relevant details and upload the required documents in the portal to ensure smooth onboarding into Infosys.



**Guidelines:**

Information about documents to be mandatorily uploaded along with the checklist, joining formalities, NSR registration, medical certificate, service agreement, frequently asked questions (FAQs).

---



**NIC Network of Hospitals**

List of registered hospitals for medical check-up.

Note: Understanding the current scenario, the medical certificate can be submitted once you come back to campus. If you have a medical certificate you can upload the same during your joining formalities.

In case of any queries /clarifications, please feel free to write to:

[Offer\\_updates@infosys.com](mailto:Offer_updates@infosys.com) Change/update in contact details. Offer letter related queries [Offer\\_Mysore@infosys.com](mailto:Offer_Mysore@infosys.com) Issues regarding accommodation, Passport, NSR, Academic certificates/mark sheet and medical certificate. [Offer\\_extension@infosys.com](mailto:Offer_extension@infosys.com) Queries related to extension of joining date Recruitment Helpdesk [Infosys\\_LFCampus@infosys.com](mailto:Infosys_LFCampus@infosys.com) 1800-3000-4747 (Toll Free) Queries related to Launchpad

Regards,

**Aishwarya**  
Your Onboarding Advisor  
Launchpad Team

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10 attachments



image001.png  
306K



image008.png  
18K



image010.png  
15K

image002.png  
1K

image004.png  
1K

image005.wmz  
8K



image006.png  
25K

image002.png  
1K

NIC Hospitals List..XL.SX  
521K

Pre-Joining Guidelines.Pdf (007).pdf  
1851K



July 29, 2021

Mr. Ankit Nayak

Ph: (91) 8603142434

Dear Ankit,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** will be **INR 222972** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com).

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

July 29, 2021

Miss. Harapriya Sahoo

Ph: (91) 9439084387

Dear Harapriya,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive in Job Level 2** with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

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Yours sincerely,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

July 29, 2021

Miss. Niharika Singh

Ph: (91) 9337009833

Dear Niharika,

## SUB: LETTER OF INTENT TO HIRE

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

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Yours sincerely,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited



July 29, 2021

Miss. Nikita Jee

Ph: (91) 7991094077

Dear Nikita,

## SUB: LETTER OF INTENT TO HIRE

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

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Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

July 29, 2021

Mr. Purna C Dora

Ph: (91) 7008373663

Dear Purna,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

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Yours sincerely,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited



HRD/2T/21-22/1001979307

July 29, 2021

Mr. Satish Pradhan  
Candidate ID: 1001979307  
Sabita Niwas, Plot No- 1642/71  
Lake Valley No-8, Gandamunda  
Bhubaneswar - 751030  
Orissa  
India  
Ph: (91) 78739 07421

Dear Satish,

**SUB: LETTER OF INTENT TO HIRE**

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

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Yours sincerely,

**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited



July 29, 2021

Miss. Susma Mohapatra

Ph: (91) 6371994264

Dear Susma,

**SUB: LETTER OF INTENT TO HIRE**

**Congratulations!** Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

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Yours sincerely,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited



**OFFER LETTER**

08-06-2021

Aishwarya Mishra  
Bhubaneswar

Dear Aishwarya,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of **Integrated Resources Staffing Pvt Ltd**, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

This is an Offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization.

Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08<sup>th</sup> June 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR



**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
	<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted

---





**OFFER LETTER**

08-06-2021

Akankshya Dhal  
Bhubaneswar

Dear Akankshya,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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You are advised to join on **08<sup>th</sup> June 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure - I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
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		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08-06-2021

Arpita Priyadarshini  
Bhubaneswar

Dear Arpita,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of **Integrated Resources Staffing Pvt Ltd**, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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Wishing you all the best.

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For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR



**Annexure - I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
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<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

**Accepted**



**OFFER LETTER**

08-06-2021

Banabihari Pattnayak  
Keonjhar

Dear Banabihari,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be 08<sup>th</sup> June 2021. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Wishing you all the best.

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For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR



**Annexure - I**

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<b>Annexure-I</b>			
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<b>A</b>	<b>Monthly Payable</b>		
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	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted

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**OFFER LETTER**

08-06-2021

Dibyajyoti Das  
Bhubaneswar

Dear Dibyajyoti,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of **Integrated Resources Staffing Pvt Ltd**, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08<sup>th</sup> June 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
	<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1800	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	<b>(A)</b>	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted

\_\_\_\_\_



**OFFER LETTER**

08-06-2021

Omkar Mishra  
Bhubaneswar

Dear Omkar,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be 08<sup>th</sup> June 2021. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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You are advised to join on 08<sup>th</sup> June 2021. After this date this Offer Letter will stand withdrawn.

Wishing you all the best

**Note: You will be working from home initially, after that you will have to report to office once we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR



**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
	<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	<b>(A)</b>	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08-06-2021

Poonam Kachhap  
Bhubaneswar

Dear Poonam,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure - I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

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2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted





**OFFER LETTER**

08-06-2021

Priyanka Bhuyan  
Bhubaneswar

Dear Priyanka,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be 08<sup>th</sup> June 2021. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Wishing you all the best.

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For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	19300	231600
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	17797	213564
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	28977	347720

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3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08-06-2021

Puspita Nayak  
Bhanjanagar

Dear Puspita,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be 08<sup>th</sup> June 2021. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Wishing you all the best.

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For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR



**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	<b>(A)</b>	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	146	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213584</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

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Accepted



**OFFER LETTER**

08-06-2021

Sai Sankalp Paul  
Bhubaneswar

Dear Sai,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Wishing you all the best.

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For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

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3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted





**OFFER LETTER**

08-06-2021

Satwa Sayam Mohanty  
Bhubaneswar

Dear Satwa,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Wishing you all the best.

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For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

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3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08-06-2021

Shubham Das  
Bhubaneswar

Dear Shubham,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Wishing you all the best.

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For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR



**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
	<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	<b>(A)</b>	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

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2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted

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**OFFER LETTER**

08-06-2021

Sonali Priyadarshini  
Bhubaneswar

Dear Sonali,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08<sup>th</sup> June 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted





**OFFER LETTER**

08-06-2021

Subhashree Nayak  
Bhubaneswar

Dear Subhashree,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of **Integrated Resources Staffing Pvt Ltd**, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

This is an Offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization.

Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08<sup>th</sup> June 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>26977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted

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**OFFER LETTER**

08-06-2021

Subhasish Tripathy  
Bhubaneswar

Dear Subhasish,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be **08<sup>th</sup> June 2021**. Your Annual compensation will be Rs. 347720/- (**Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only**) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of Integrated Resources Staffing Pvt Ltd, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

This is an Offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization.

Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08<sup>th</sup> June 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR





Annexure - I

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
Particulars	Monthly	Yearly	
<b>A Monthly Payable</b>			
Basic	9650	115800	
HRA	3860	46320	
Conveyance	1600	19200	
Medical Allowance	1250	15000	
Oth. Allowances	2940	35280	
	(A)	19300	231600
<b>TOTAL</b>	19300	231600	
<b>B Deductions</b>			
P.T.	200	2400	
P.F. @12% of Basic	1158	13896	
ESIC	145	1740	
<b>C Net Take Home</b>	17797	213564	
<b>D Company's Contribution</b>			
Company's PF Contribution	1158	13896	
Company's ESIC Contribution	628	7536	
<b>E Other Benefits</b>			
Gratuity	455	5454	
Leave Encashment	536	6433	
Medical Insurance	400	4800	
Transport	6500	78000	
	7891	94688	
<b>F CTC Amount</b>	28977	347720	

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted

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**OFFER LETTER**

08-06-2021

Sunshaina Samuel  
Bhubaneswar

Dear Sunshaina,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be 08<sup>th</sup> June 2021. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of Integrated Resources Staffing Pvt Ltd, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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You are advised to join on 08<sup>th</sup> June 2021. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

Annexure – I

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	19300	231600
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	17797	213564
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	28977	347720

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per Income tax guidelines.

Accepted

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**OFFER LETTER**

08-06-2021

Swagatika Mishra  
Rayagada

Dear Swagatika,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be 08<sup>th</sup> June 2021. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 08<sup>th</sup> June 2021. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR

**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
	<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9850	115800
	HRA	3860	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	<b>(A)</b>	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility. The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08-06-2021

Amisha Alibha Nayak  
Bhubaneswar

Dear Amisha,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Trainee" in our organization.

Your joining date will be 08<sup>th</sup> June 2021. Your Annual compensation will be Rs. 347720/- (Three lacs Forty Seven Thousand Seven Hundred and Twenty Rupees only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of Integrated Resources Staffing Pvt Ltd, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 08<sup>th</sup> June 2021. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**Note: You will be working from home initially, after that you will have to report to office once, we resume office operations.**

For Integrated Resources Staffing Pvt Ltd

Nishit Malakar  
Assistant Manager - HR





**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
	Particulars	Monthly	Yearly
<b>A</b>	<b>Monthly Payable</b>		
	Basic	9650	115800
	HRA	3660	46320
	Conveyance	1600	19200
	Medical Allowance	1250	15000
	Oth. Allowances	2940	35280
	(A)	<b>19300</b>	<b>231600</b>
	<b>TOTAL</b>	<b>19300</b>	<b>231600</b>
<b>B</b>	<b>Deductions</b>		
	P.T.	200	2400
	P.F. @12% of Basic	1158	13896
	ESIC	145	1740
<b>C</b>	<b>Net Take Home</b>	<b>17797</b>	<b>213564</b>
<b>D</b>	<b>Company's Contribution</b>		
	Company's PF Contribution	1158	13896
	Company's ESIC Contribution	628	7536
<b>E</b>	<b>Other Benefits</b>		
	Gratuity	455	5454
	Leave Encashment	536	6433
	Medical Insurance	400	4800
	Transport	6500	78000
		<b>7891</b>	<b>94688</b>
<b>F</b>	<b>CTC Amount</b>	<b>28977</b>	<b>347720</b>

1. Transportation amount is non-reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said facility, The facility is limited to radius of 15 KMS from the concerned office area.
2. All Payments would be as per company's rules and regulations.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08th October,2021

Aparna Darjee  
Bhubaneswar

Dear Aparna,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be 08th November,2021. Your Annual compensation will be Rs. 3,47,719 (Three Lakhs Forty Seven Thousand Seven Hundred Nineteen Only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of Integrated Resources Staffing Pvt Ltd, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 08th November,2021. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

Sonia Kapoor  
Sr. Manager - Human Resources



**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>	
<b>A Monthly Payable</b>			
Basic	9650.00	115800.00	
HRA	3860.00	46320.00	
Conveyance	1600.00	19200.00	
Medical Allowance	1250.00	15000.00	
Oth. Allowances	2940.00	35280.00	
	<b>19300.00</b>	<b>231600.00</b>	
<b>B Deductions</b>			
P.T.	200.00	2400.00	
P.F. @12% of Basic	1158.00	13896.00	
ESIC	145.00	1740.00	
<b>C Net Take Home</b>	<b>17797.00</b>	<b>213564.00</b>	
<b>D Company's Contribution</b>			
Company's PF Contribution	1158.00	13896.00	
Company's ESIC Contribution	628.00	7536.00	
<b>E Other Benefits</b>			
Gratuity	454.52	5454.18	
Leave Encashment	536.11	6433.33	
Medical Insurance	400.00	4800.00	
Transport	6500.00	78000.00	
	<b>7890.63</b>	<b>94687.51</b>	
<b>F CTC Amount</b>	<b>28976.63</b>	<b>347719.51</b>	

1. Transportation amount is Non – reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said Facility. The Facility is Limited to radius of 15 KMS From the concerned Office Area.
2. Rs. 2500/- (Rupees Two Thousand Five Hundred only) added after three successful placements.
3. All Payments would be as per company's rules and regulations.
4. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted





**OFFER LETTER**

08th October,2021

**Deepika Sahoo**  
Bhubaneswar

Dear Deepika,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be **08th November,2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Forty Seven Thousand Seven Hundred Nineteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of Integrated Resources Staffing Pvt Ltd, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08th November,2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**  
Sr. Manager - Human Resources



**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
Particulars	Monthly	Yearly	
<b>A Monthly Payable</b>			
Basic	9650.00	115800.00	
HRA	3860.00	46320.00	
Conveyance	1600.00	19200.00	
Medical Allowance	1250.00	15000.00	
Oth. Allowances	2940.00	35280.00	
	<b>19300.00</b>	<b>231600.00</b>	
<b>B Deductions</b>			
P.T.	200.00	2400.00	
P.F. @12% of Basic	1158.00	13896.00	
ESIC	145.00	1740.00	
<b>C Net Take Home</b>	<b>17797.00</b>	<b>213564.00</b>	
<b>D Company's Contribution</b>			
Company's PF Contribution	1158.00	13896.00	
Company's ESIC Contribution	628.00	7536.00	
<b>E Other Benefits</b>			
Gratuity	454.52	5454.18	
Leave Encashment	536.11	6433.33	
Medical Insurance	400.00	4800.00	
Transport	6500.00	78000.00	
	<b>7890.63</b>	<b>94687.51</b>	
<b>F CTC Amount</b>	<b>28976.63</b>	<b>347719.51</b>	

1. Transportation amount is Non – reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said Facility. The Facility is Limited to radius of 15 KMS From the concerned Office Area.
2. Rs. 2500/- (Rupees Two Thousand Five Hundred only) added after three successful placements.
3. All Payments would be as per company's rules and regulations.
4. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08th October, 2021

Dibya Chhachhan  
Bhubaneswar

Dear Dibya,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be 08th November, 2021. Your Annual compensation will be Rs. 3,47,719 (Three Lakhs Forty Seven Thousand Seven Hundred Nineteen Only) CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on 08th November, 2021. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

Sonia Kapoor  
Sr. Manager - Human Resources





**Annexure – I**

Integrated Resources Staffing Pvt Ltd		
Annexure-I		
Particulars	Monthly	Yearly
<b>A Monthly Payable</b>		
Basic	9650.00	115800.00
HRA	3860.00	46320.00
Conveyance	1600.00	19200.00
Medical Allowance	1250.00	15000.00
Oth. Allowances	2940.00	35280.00
	<b>19300.00</b>	<b>231600.00</b>
<b>B Deductions</b>		
P.T.	200.00	2400.00
P.F. @12% of Basic	1158.00	13896.00
ESIC	145.00	1740.00
<b>C Net Take Home</b>	<b>17797.00</b>	<b>213564.00</b>
<b>D Company's Contribution</b>		
Company's PF Contribution	1158.00	13896.00
Company's ESIC Contribution	628.00	7536.00
<b>E Other Benefits</b>		
Gratuity	454.52	5454.18
Leave Encashment	536.11	6433.33
Medical Insurance	400.00	4800.00
Transport	6500.00	78000.00
	<b>7890.63</b>	<b>94687.51</b>
<b>F CTC Amount</b>	<b>28976.63</b>	<b>347719.51</b>

1. Transportation amount is Non – reimbursable and cannot be added to Gross Salary. In case, employee opts not to use the said Facility. The Facility is Limited to radius of 15 KMS From the concerned Office Area.
2. Rs. 2500/- (Rupees Two Thousand Five Hundred only) added after three successful placements.
3. All Payments would be as per company's rules and regulations.
4. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted



**OFFER LETTER**

08th October,2021

**Divya Pandey**  
Pune

Dear Divya,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be **08th November,2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Fourty Seven Thousand Seven Hundred Nineteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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This is an Offer letter only; your exact terms and conditions of employment will be mentioned in the appointment letter which will be issued on your joining this organization.

Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08th November,2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**  
Sr. Manager - Human Resources



**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
<b>Annexure-I</b>			
<b>Particulars</b>	<b>Monthly</b>	<b>Yearly</b>	
<b>A Monthly Payable</b>			
Basic	9650.00	115800.00	
HRA	3860.00	46320.00	
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Medical Allowance	1250.00	15000.00	
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	<b>19300.00</b>	<b>231600.00</b>	
<b>B Deductions</b>			
P.T.	200.00	2400.00	
P.F. @12% of Basic	1158.00	13896.00	
ESIC	145.00	1740.00	
<b>C Net Take Home</b>	<b>17797.00</b>	<b>213564.00</b>	
<b>D Company's Contribution</b>			
Company's PF Contribution	1158.00	13896.00	
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<b>E Other Benefits</b>			
Gratuity	454.52	5454.18	
Leave Encashment	536.11	6433.33	
Medical Insurance	400.00	4800.00	
Transport	6500.00	78000.00	
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<b>F CTC Amount</b>	<b>28976.63</b>	<b>347719.51</b>	

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2. Rs. 2500/- (Rupees Two Thousand Five Hundred only) added after three successful placements.
3. All Payments would be as per company's rules and regulations.
4. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted





**OFFER LETTER**

08th October, 2021

**Manohar Samal**  
Bhubaneswar

**Dear Manohar,**

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be **08th November, 2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Forty Seven Thousand Seven Hundred Nineteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08th November, 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**  
Sr. Manager - Human Resources

**Annexure - I**

Integrated Resources Staffing Pvt Ltd		
Annexure-I		
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3. All Payments would be as per company's rules and regulations.
4. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.

Accepted





**OFFER LETTER**

08th October, 2021

**Preetimayee Jena**  
Bhubaneswar

Dear Preetimayee,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be **08th November, 2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Fourty Seven Thousand Seven Hundred Nineteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

As a member of Integrated Resources Staffing Pvt Ltd, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the actions, advice, and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

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Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

You are advised to join on **08th November, 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**  
Sr. Manager - Human Resources





**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
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Accepted



**OFFER LETTER**

08th October, 2021.

**Puspanjali Sethi**  
Bhubaneswar

**Dear Puspanjali,**

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be **08th November, 2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Fourty Seven Thousand Seven Hundred Nineteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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You are advised to join on **08th November, 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**  
Sr. Manager - Human Resources





**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
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Accepted





**OFFER LETTER**

08th October,2021

**Smritisudha Das**  
Bhubaneswar

**Dear Smritisudha,**

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "**Recruitment Associate**" in our organization.

Your joining date will be **08th November,2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Forty Seven Thousand Seven Hundred Ninteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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You are advised to join on **08th November,2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**  
Sr. Manager - Human Resources

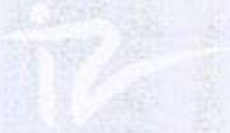
**Annexure – I**

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Annexure-I		
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Accepted





**OFFER LETTER**

08th October, 2021

**Sweta Dash**  
Bhubaneswar

**Dear Sweta,**

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be **08th November, 2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Fourty Seven Thousand Seven Hundred Nineteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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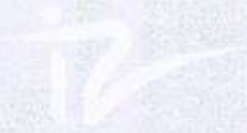
You are advised to join on **08th November, 2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**  
Sr. Manager - Human Resources





**Annexure – I**

Integrated Resources Staffing Pvt Ltd			
Annexure-I			
Particulars	Monthly	Yearly	
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Accepted



**OFFER LETTER**

08th October,2021

Tanaya Rath  
Pune

Dear Tanaya,

With reference to your interview and subsequent discussions we held with you, we are pleased to offer you the position of "Recruitment Associate" in our organization.

Your joining date will be **08th November,2021**. Your Annual compensation will be **Rs. 3,47,719 (Three Lakhs Forty Seven Thousand Seven Hundred Nineteen Only)** CTC (Cost to company). Details of the CTC Break-up are given in Annexure-I provided with this letter.

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You are advised to join on **08th November,2021**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

Sonia Kapoor  
Sr. Manager - Human Resources





**Annexure – I**

<b>Integrated Resources Staffing Pvt Ltd</b>			
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Accepted



## OFFER LETTER

Date: 28 July, 2021

**Alok Kumar Swain**

Contact Number: 9938349500

Email Id: swainalok317@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Alok,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

### **Benefits: -**

The details of your compensation & benefits are given below:

1. **Health Insurance**- You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
2. **Term Insurance**- You would be also eligible for Term Insurance. (Coverage- 10 Lakhs INR)
3. **Leave**- You would have 21 leaves (Privilege Leave-8, Casual Leave-8, Sick Leave-5) for every financial year after completion of probation. Leave Encashment for unused Privilege Leaves at the end of Financial Year.
4. **Maternity Leave (For Female)** - You will be eligible for Maternity Leave, as per Maternity Act, 1961.
5. **Paternity Leave (For Male)** - You will be eligible for Paternity Leave of 2 Weeks.
6. **Tuition reimbursement for career development courses** – Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning**- Company will provide you income tax management consultancy.



8. **Statutory Benefits** – You will be eligible for Statutory benefits like Provident Fund.
9. **Festive Bonus**- You will be eligible for Diwali bonus.
10. **Food**- You will be eligible for Subsidized Lunch/Dinner provided by the Company along with free snacks.
11. **Accommodation**- You will be eligible for free accommodation for 2 days, if you are coming from outside Bhubaneswar.
12. **Performance linked variable pay**- It will be paid based on your performance at the end of the financial year.

#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952".
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act, 1972.

#### Terms of Employment -

The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
2. **Working Hours**- You will be required to work 5 days a week for 9 hours per day including break time. Your duty shift will be 20:30 to 05:30 This can only be modified in case of specific group and/or task requirement.
3. **Mobility**- JOPL reserves the right to transfer/utilise your services at any of its offices, or associated or affiliated companies, on the terms and conditions as applicable to you at the time of transfer.
4. **Increment & promotions**- Your performance and contribution to the company will be an important consideration for salary increments & promotions. Salary increments & promotions will be based on JOPL's Performance Appraisal Policy.
5. **Alternative Employment**- As a Full-time associate of JOPL, "you are not permitted to undertake any other business, assume any public office without the written permission of JOPL".
6. **Confidentiality Agreement**- As part of the joining formalities, you are required to sign a confidentiality agreement which aims to protect the intellectual property rights and business information of JOPL and its clients.
7. **Notice Period**- While on probation, this appointment may be terminated by either side by giving 15 days' notice, or 15 days salary in lieu of notice period. On confirmation, this appointment may be terminated by either side by giving 30 days' notice or 30 days salary in lieu of notice period.



8. **Background Check-** Your employment will be subject to background check in line with JOPL's background check policy. A specially appointed agency will conduct internal and external background check. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without any notice.

9. **Submission of Documents: -**

1. Standard X & XII Marksheet & Certificates
  2. Graduation Certificate & Marksheet of all Semesters
  3. Post-Graduation Certificate & Marksheet of all Semesters (if any)
  4. Experience certificate from your previous employer(s) indicating Period of Employment.
  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
  6. 2 Passport size photos.
  7. A photocopy of your Permanent Account Number (PAN) Card
  8. A photocopy of your Aadhar Card
  9. Cancelled cheque/photocopy of first page of bank passbook
10. **Appointment Letter-** You will be issued a letter of appointment after submission of the required documents. It will be issued after 7 days of your joining.
11. **Terms & Conditions-** The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
12. **Rules & regulations of the company-** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of JOPL as applicable to you and the changes therein from time to time.

We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



**Annexure-1**  
**Key Responsibility Area(KRA)**

Sourcing all assigned products on daily basis

Co-ordinating and communication with vendors for sourcing and documents requirements.

Placing Purchase orders

Proper negotiation with vendors based on market values.

Interdepartmental co-ordination and communication for fulfilling sales requirement.

**Annexure-2**  
**Compensation Structure**

A. Components	Monthly(INR)	Annually(INR)
Basic	8670	104040
House Rent Allowance	3468	41616
Conveyance Allowance	850	10200
Medical Allowance	340	4080
Special Allowance	3672	44064
<b>Total Gross Salary (A)</b>	<b>17000</b>	<b>204000</b>
<b>Statutory Components Employee Contribution</b>		
Provident Fund (Employee)	1040	12485
Professional Tax	125	1500
ESI (Employee)	128	1530
<b>Total Deductions (B)</b>	<b>1293</b>	<b>15515</b>
<b>Net Pay (C = A-B)</b>	<b>15707</b>	<b>188485</b>
<b>Statutory Components Employer Contribution</b>		
Provident Fund (Employer)	1127	13525
ESI (Employer)	553	6630
Gratuity	417	5002
<b>Sub Total of Statutory Components (E)</b>	<b>2096</b>	<b>25157</b>
<b>Benefits</b>		
Group Mediclaim Policy Premium	250	3000
Term Insurance Policy Premium	125	1500
<b>Sub Total of Benefits (F)</b>	<b>375</b>	<b>4500</b>
<b>Total Fixed Salary (G =A+E+F)</b>	<b>19471</b>	<b>233657</b>
<b>Cost to Company (I = G)</b>	<b>19471</b>	<b>233657</b>

\*\*TDS and Professional tax will be applicable as per Govt. Policy.

### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Alok Kumar Swain**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Archana Choudhury**

Contact Number: 6370735072

Email Id: archanachoudhury49@gmail.com

**Sub: Letter of Offer & Terms of Employment**

**Dear Archana,**

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

**Benefits: -**

The details of your compensation & benefits are given below:

1. **Health Insurance-** You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
2. **Term Insurance-** You would be also eligible for Term Insurance. (Coverage- 10 Lakhs INR)
3. **Leave-** You would have 21 leaves (Privilege Leave-8, Casual Leave-8, Sick Leave-5) for every financial year after completion of probation. Leave Encashment for unused Privilege Leaves at the end of Financial Year.
4. **Maternity Leave (For Female) -** You will be eligible for Maternity Leave, as per Maternity Act, 1961.
5. **Paternity Leave (For Male) -** You will be eligible for Paternity Leave of 2 Weeks.
6. **Tuition reimbursement for career development courses –** Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning-** Company will provide you income tax management consultancy.



8. **Statutory Benefits** – You will be eligible for Statutory benefits like Provident Fund.
9. **Festive Bonus**- You will be eligible for Diwali bonus.
10. **Food**- You will be eligible for Subsidized Lunch/Dinner provided by the Company along with free snacks.
11. **Accommodation**- You will be eligible for free accommodation for 2 days, if you are coming from outside Bhubaneswar.
12. **Performance linked variable pay**- It will be paid based on your performance at the end of the financial year.

#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952".
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act, 1972.

#### Terms of Employment -

The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
2. **Working Hours**- You will be required to work 5 days a week for 9 hours per day including break time. Your duty shift will be 20:30 to 05:30 This can only be modified in case of specific group and/or task requirement.
3. **Mobility**- JOPL reserves the right to transfer/utilise your services at any of its offices, or associated or affiliated companies, on the terms and conditions as applicable to you at the time of transfer.
4. **Increment & promotions**- Your performance and contribution to the company will be an important consideration for salary increments & promotions. Salary increments & promotions will be based on JOPL's Performance Appraisal Policy.
5. **Alternative Employment**- As a Full-time associate of JOPL, "you are not permitted to undertake any other business, assume any public office without the written permission of JOPL".
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7. **Notice Period**- While on probation, this appointment may be terminated by either side by giving 15 days' notice, or 15 days salary in lieu of notice period. On confirmation, this appointment may be terminated by either side by giving 30 days' notice or 30 days salary in lieu of notice period.



8. **Background Check-** Your employment will be subject to background check in line with JOPL's background check policy. A specially appointed agency will conduct internal and external background check. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without any notice.

9. **Submission of Documents: -**

1. Standard X & XII Marksheet & Certificates
  2. Graduation Certificate & Marksheet of all Semesters
  3. Post-Graduation Certificate & Marksheet of all Semesters (if any)
  4. Experience certificate from your previous employer(s) indicating Period of Employment.
  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
  6. 2 Passport size photos.
  7. A photocopy of your Permanent Account Number (PAN) Card
  8. A photocopy of your Aadhar Card
  9. Cancelled cheque/photocopy of first page of bank passbook
10. **Appointment Letter-** You will be issued a letter of appointment after submission of the required documents. It will be issued after 7 days of your joining.
11. **Terms & Conditions-** The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
12. **Rules & regulations of the company-** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of JOPL as applicable to you and the changes therein from time to time.

We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



### Annexure-1

#### Key Responsibility Area(KRA)

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**Annexure-3****Acceptance**

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Archana Choudhury**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Dipali Sahoo**

Contact Number: 9777017977

Email Id: dipalisahoojsp2@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Dipali,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive in Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

### **Benefits: -**

The details of your compensation & benefits are given below:

1. **Health Insurance**- You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
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6. **Tuition reimbursement for career development courses** – Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning**- Company will provide you income tax management consultancy.



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The details of your compensation & benefits are given below:

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2. **Working Hours**- You will be required to work 5 days a week for 9 hours per day including break time. Your duty shift will be 20:30 to 05:30 This can only be modified in case of specific group and/or task requirement.
3. **Mobility**- JOPL reserves the right to transfer/utilise your services at any of its offices, or associated or affiliated companies, on the terms and conditions as applicable to you at the time of transfer.
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We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

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### Annexure-1

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Name: **Dipali Sahoo**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Mahima Patra**

Contact Number: 8249507581

Email Id: mahimapatra2000@gmail.com

**Sub: Letter of Offer & Terms of Employment**

**Dear Mahima,**

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

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For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

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Authorised Signatory

AnmolMishra  
HR Executive

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Name: **Mahima Patra**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

### **Mousumi Bajpayee**

Contact Number: 8144489702

Email Id: mousumibajapayee1@gmail.com

### **Sub: Letter of Offer & Terms of Employment**

Dear Mousumi,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

### **Benefits: -**

The details of your compensation & benefits are given below:

1. **Health Insurance**- You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
2. **Term Insurance**- You would be also eligible for Term Insurance. (Coverage- 10 Lakhs INR)
3. **Leave**- You would have 21 leaves (Privilege Leave-8, Casual Leave-8, Sick Leave-5) for every financial year after completion of probation. Leave Encashment for unused Privilege Leaves at the end of Financial Year.
4. **Maternity Leave (For Female)** - You will be eligible for Maternity Leave, as per Maternity Act, 1961.
5. **Paternity Leave (For Male)** - You will be eligible for Paternity Leave of 2 Weeks.
6. **Tuition reimbursement for career development courses** – Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning**- Company will provide you income tax management consultancy.



8. **Statutory Benefits** – You will be eligible for Statutory benefits like Provident Fund.
9. **Festive Bonus**- You will be eligible for Diwali bonus.
10. **Food**- You will be eligible for Subsidized Lunch/Dinner provided by the Company along with free snacks.
11. **Accommodation**- You will be eligible for free accommodation for 2 days, if you are coming from outside Bhubaneswar.
12. **Performance linked variable pay**- It will be paid based on your performance at the end of the financial year.

#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952".
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act, 1972.

#### Terms of Employment -

The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
2. **Working Hours**- You will be required to work 5 days a week for 9 hours per day including break time. Your duty shift will be 20:30 to 05:30 This can only be modified in case of specific group and/or task requirement.
3. **Mobility**- JOPL reserves the right to transfer/utilise your services at any of its offices, or associated or affiliated companies, on the terms and conditions as applicable to you at the time of transfer.
4. **Increment & promotions**- Your performance and contribution to the company will be an important consideration for salary increments & promotions. Salary increments & promotions will be based on JOPL's Performance Appraisal Policy.
5. **Alternative Employment**- As a Full-time associate of JOPL, "you are not permitted to undertake any other business, assume any public office without the written permission of JOPL".
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If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without any notice.

9. **Submission of Documents: -**

1. Standard X & XII Marksheet & Certificates
  2. Graduation Certificate & Marksheet of all Semesters
  3. Post-Graduation Certificate & Marksheet of all Semesters (if any)
  4. Experience certificate from your previous employer(s) indicating Period of Employment.
  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
  6. 2 Passport size photos.
  7. A photocopy of your Permanent Account Number (PAN) Card
  8. A photocopy of your Aadhar Card
  9. Cancelled cheque/photocopy of first page of bank passbook
10. **Appointment Letter-** You will be issued a letter of appointment after submission of the required documents. It will be issued after 7 days of your joining.
11. **Terms & Conditions-** The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
12. **Rules & regulations of the company-** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of JOPL as applicable to you and the changes therein from time to time.

We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

- Annexure-1: KRA  
Annexure-2: Compensation Structure  
Annexure-3: Acceptance



**Annexure-1**  
**Key Responsibility Area(KRA)**

Sourcing all assigned products on daily basis

Co-ordinating and communication with vendors for sourcing and documents requirements.

Placing Purchase orders

Proper negotiation with vendors based on market values.

Interdepartmental co-ordination and communication for fulfilling sales requirement.

**Annexure-2**  
**Compensation Structure**

<b>A. Components</b>	<b>Monthly(INR)</b>	<b>Annually(INR)</b>
Basic	8670	104040
House Rent Allowance	3468	41616
Conveyance Allowance	850	10200
Medical Allowance	340	4080
Special Allowance	3672	44064
<b>Total Gross Salary (A)</b>	<b>17000</b>	<b>204000</b>
<b>Statutory Components Employee Contribution</b>		
Provident Fund (Employee)	1040	12485
Professional Tax	125	1500
ESI (Employee)	128	1530
<b>Total Deductions (B)</b>	<b>1293</b>	<b>15515</b>
<b>Net Pay (C = A-B)</b>	<b>15707</b>	<b>188485</b>
<b>Statutory Components Employer Contribution</b>		
Provident Fund (Employer)	1127	13525
ESI (Employer)	553	6630
Gratuity	417	5002
<b>Sub Total of Statutory Components (E)</b>	<b>2096</b>	<b>25157</b>
<b>Benefits</b>		
Group Medclaim Policy Premium	250	3000
Term Insurance Policy Premium	125	1500
<b>Sub Total of Benefits (F)</b>	<b>375</b>	<b>4500</b>
<b>Total Fixed Salary (G =A+E+F)</b>	<b>19471</b>	<b>233657</b>
<b>Cost to Company (I = G)</b>	<b>19471</b>	<b>233657</b>

\*\*TDS and Professional tax will be applicable as per Govt. Policy.

### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Mousumi Bajpayee**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Pragnya Sahu**

Contact Number: 6370603307

Email Id: pragnya.sahu.99@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Pragnya,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

### **Benefits: -**

The details of your compensation & benefits are given below:

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6. **Tuition reimbursement for career development courses –** Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning-** Company will provide you income tax management consultancy.



8. **Statutory Benefits** – You will be eligible for Statutory benefits like Provident Fund.
9. **Festive Bonus**- You will be eligible for Diwali bonus.
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12. **Performance linked variable pay**- It will be paid based on your performance at the end of the financial year.

#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952".
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act, 1972.

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The details of your compensation & benefits are given below:

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  4. Experience certificate from your previous employer(s) indicating Period of Employment.
  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
  6. 2 Passport size photos.
  7. A photocopy of your Permanent Account Number (PAN) Card
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We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



### Annexure-1

#### Key Responsibility Area(KRA)

Sourcing all assigned products on daily basis

Co-ordinating and communication with vendors for sourcing and documents requirements.

Placing Purchase orders

Proper negotiation with vendors based on market values.

Interdepartmental co-ordination and communication for fulfilling sales requirement.

**Annexure-2**  
**Compensation Structure**

A. Components	Monthly(INR)	Annually(INR)
Basic	8670	104040
House Rent Allowance	3468	41616
Conveyance Allowance	850	10200
Medical Allowance	340	4080
Special Allowance	3672	44064
<b>Total Gross Salary (A)</b>	<b>17000</b>	<b>204000</b>
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### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Pragnya Sahu**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Priyambada Pradhan**

Contact Number: 6370225514

Email Id: priyambada20000@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Priyambada,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

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We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



### Annexure-1

#### Key Responsibility Area(KRA)

Sourcing all assigned products on daily basis

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### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Priyambada Pradhan**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Rashmi Ranjan Swain**

Contact Number: 8280250821

Email Id: rashmiranjan84544@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Rashmi,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

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The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
2. **Working Hours**- You will be required to work 5 days a week for 9 hours per day including break time. Your duty shift will be 20:30 to 05:30 This can only be modified in case of specific group and/or task requirement.
3. **Mobility**- JOPL reserves the right to transfer/utilise your services at any of its offices, or associated or affiliated companies, on the terms and conditions as applicable to you at the time of transfer.
4. **Increment & promotions**- Your performance and contribution to the company will be an important consideration for salary increments & promotions. Salary increments & promotions will be based on JOPL's Performance Appraisal Policy.
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If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without any notice.

9. **Submission of Documents: -**

1. Standard X & XII Marksheet & Certificates
  2. Graduation Certificate & Marksheet of all Semesters
  3. Post-Graduation Certificate & Marksheet of all Semesters (if any)
  4. Experience certificate from your previous employer(s) indicating Period of Employment.
  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
  6. 2 Passport size photos.
  7. A photocopy of your Permanent Account Number (PAN) Card
  8. A photocopy of your Aadhar Card
  9. Cancelled cheque/photocopy of first page of bank passbook
10. **Appointment Letter-** You will be issued a letter of appointment after submission of the required documents. It will be issued after 7 days of your joining.
11. **Terms & Conditions-** The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
12. **Rules & regulations of the company-** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of JOPL as applicable to you and the changes therein from time to time.

We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



**Annexure-1**  
**Key Responsibility Area(KRA)**

Sourcing all assigned products on daily basis

Co-ordinating and communication with vendors for sourcing and documents requirements.

Placing Purchase orders

Proper negotiation with vendors based on market values.

Interdepartmental co-ordination and communication for fulfilling sales requirement.

**Annexure-2**  
**Compensation Structure**

A. Components	Monthly(INR)	Annually(INR)
Basic	8670	104040
House Rent Allowance	3468	41616
Conveyance Allowance	850	10200
Medical Allowance	340	4080
Special Allowance	3672	44064
<b>Total Gross Salary (A)</b>	<b>17000</b>	<b>204000</b>
<b>Statutory Components Employee Contribution</b>		
Provident Fund (Employee)	1040	12485
Professional Tax	125	1500
ESI (Employee)	128	1530
<b>Total Deductions (B)</b>	<b>1293</b>	<b>15515</b>
<b>Net Pay (C = A-B)</b>	<b>15707</b>	<b>188485</b>
<b>Statutory Components Employer Contribution</b>		
Provident Fund (Employer)	1127	13525
ESI (Employer)	553	6630
Gratuity	417	5002
<b>Sub Total of Statutory Components (E)</b>	<b>2096</b>	<b>25157</b>
<b>Benefits</b>		
Group Mediciam Policy Premium	250	3000
Term Insurance Policy Premium	125	1500
<b>Sub Total of Benefits (F)</b>	<b>375</b>	<b>4500</b>
<b>Total Fixed Salary (G =A+E+F)</b>	<b>19471</b>	<b>233657</b>
<b>Cost to Company (I = G)</b>	<b>19471</b>	<b>233657</b>

\*\*TDS and Professional tax will be applicable as per Govt. Policy.

### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Rashmi Ranjan Swain**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

### **Samay Kar**

Contact Number: 7064285869

Email Id: samay27kar@gmail.com

### **Sub: Letter of Offer & Terms of Employment**

Dear Samay,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

### **Benefits: -**

The details of your compensation & benefits are given below:

1. **Health Insurance**- You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
2. **Term Insurance**- You would be also eligible for Term Insurance. (Coverage- 10 Lakhs INR)
3. **Leave**- You would have 21 leaves (Privilege Leave-8, Casual Leave-8, Sick Leave-5) for every financial year after completion of probation. Leave Encashment for unused Privilege Leaves at the end of Financial Year.
4. **Maternity Leave (For Female)** - You will be eligible for Maternity Leave, as per Maternity Act, 1961.
5. **Paternity Leave (For Male)** - You will be eligible for Paternity Leave of 2 Weeks.
6. **Tuition reimbursement for career development courses** – Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning**- Company will provide you income tax management consultancy.



8. **Statutory Benefits** – You will be eligible for Statutory benefits like Provident Fund.
9. **Festive Bonus**- You will be eligible for Diwali bonus.
10. **Food**- You will be eligible for Subsidized Lunch/Dinner provided by the Company along with free snacks.
11. **Accommodation**- You will be eligible for free accommodation for 2 days, if you are coming from outside Bhubaneswar.
12. **Performance linked variable pay**- It will be paid based on your performance at the end of the financial year.

#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952".
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act, 1972.

#### Terms of Employment -

The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
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1. Standard X & XII Marksheet & Certificates
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  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
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  7. A photocopy of your Permanent Account Number (PAN) Card
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11. **Terms & Conditions-** The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.
12. **Rules & regulations of the company-** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of JOPL as applicable to you and the changes therein from time to time.

We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



**Annexure-1**  
**Key Responsibility Area(KRA)**

Sourcing all assigned products on daily basis

Co-ordinating and communication with vendors for sourcing and documents requirements.

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**Annexure-2**  
**Compensation Structure**

A. Components	Monthly(INR)	Annually(INR)
Basic	8670	104040
House Rent Allowance	3468	41616
Conveyance Allowance	850	10200
Medical Allowance	340	4080
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\*\*TDS and Professional tax will be applicable as per Govt. Policy.

### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: Samay Kar

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Saurav Kumar Sahoo**

Contact Number: 7978037015

Email Id: sauravsahoodikun@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Saurav,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)**. Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

**Benefits: -**

The details of your compensation & benefits are given below:

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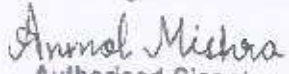
9. **Submission of Documents: -**

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We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



**Annexure-1**

**Key Responsibility Area(KRA)**

Sourcing all assigned products on daily basis

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A. Components	Monthly(INR)	Annually(INR)
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### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Saurav Kumar Sahoo**

Date:

Signature



## OFFER LETTER

Date: 28 July, 2021

**Sohan Kumar Sahoo**

Contact Number: 8908069574

Email Id: sohankumarsahoo55@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Sohan,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive** in **Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

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10. **Appointment Letter-** You will be issued a letter of appointment after submission of the required documents. It will be issued after 7 days of your joining.

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12. **Rules & regulations of the company-** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of JOPL as applicable to you and the changes therein from time to time.

We look forward to welcoming you to the growing team of Jeeva Organic Private Limited and wish you a successful and rewarding career with us.

Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



**Annexure-1**  
**Key Responsibility Area(KRA)**

Sourcing all assigned products on daily basis

Co-ordinating and communication with vendors for sourcing and documents requirements.

Placing Purchase orders

Proper negotiation with vendors based on market values.

Interdepartmental co-ordination and communication for fulfilling sales requirement.

**Annexure-2**  
**Compensation Structure**

A. Components	Monthly(INR)	Annually(INR)
Basic	8670	104040
House Rent Allowance	3468	41616
Conveyance Allowance	850	10200
Medical Allowance	340	4080
Special Allowance	3672	44064
<b>Total Gross Salary (A)</b>	<b>17000</b>	<b>204000</b>
<b>Statutory Components Employee Contribution</b>		
Provident Fund (Employee)	1040	12485
Professional Tax	125	1500
ESI (Employee)	128	1530
<b>Total Deductions (B)</b>	<b>1293</b>	<b>15515</b>
<b>Net Pay (C = A-B)</b>	<b>15707</b>	<b>188485</b>
<b>Statutory Components Employer Contribution</b>		
Provident Fund (Employer)	1127	13525
ESI (Employer)	553	6630
Gratuity	417	5002
<b>Sub Total of Statutory Components (E)</b>	<b>2096</b>	<b>25157</b>
<b>Benefits</b>		
Group Mediciam Policy Premium	250	3000
Term Insurance Policy Premium	125	1500
<b>Sub Total of Benefits (F)</b>	<b>375</b>	<b>4500</b>
<b>Total Fixed Salary (G =A+E+F)</b>	<b>19471</b>	<b>233657</b>
<b>Cost to Company (I = G)</b>	<b>19471</b>	<b>233657</b>

\*TDS and Professional tax will be applicable as per Govt. Policy.

### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Sohan Kumar Sahoo**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Suchitra Dash**

Contact Number: 6370866692

Email Id: suchitradash2000@gmail.com

**Sub: Letter of Offer & Terms of Employment**

**Dear Suchitra,**

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive in Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)**. Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

### **Benefits: -**

The details of your compensation & benefits are given below:

1. **Health Insurance**- You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
2. **Term Insurance**- You would be also eligible for Term Insurance. (Coverage- 10 Lakhs INR)
3. **Leave**- You would have 21 leaves (Privilege Leave-8, Casual Leave-8, Sick Leave-5) for every financial year after completion of probation. Leave Encashment for unused Privilege Leaves at the end of Financial Year.
4. **Maternity Leave (For Female)** - You will be eligible for Maternity Leave, as per Maternity Act, 1961.
5. **Paternity Leave (For Male)** - You will be eligible for Paternity Leave of 2 Weeks.
6. **Tuition reimbursement for career development courses** – Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning**- Company will provide you income tax management consultancy.



8. **Statutory Benefits** – You will be eligible for Statutory benefits like Provident Fund.
9. **Festive Bonus**- You will be eligible for Diwali bonus.
10. **Food**- You will be eligible for Subsidized Lunch/Dinner provided by the Company along with free snacks.
11. **Accommodation**- You will be eligible for free accommodation for 2 days, if you are coming from outside Bhubaneswar.
12. **Performance linked variable pay**- It will be paid based on your performance at the end of the financial year.

#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952" .
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act,1972.

#### Terms of Employment -

The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
2. **Working Hours**- You will be required to work 5 days a week for 9 hours per day including break time. Your duty shift will be 20:30 to 05:30 This can only be modified in case of specific group and/or task requirement.
3. **Mobility**- JOPL reserves the right to transfer/utilise your services at any of its offices, or associated or affiliated companies, on the terms and conditions as applicable to you at the time of transfer.
4. **Increment & promotions**- Your performance and contribution to the company will be an important consideration for salary increments & promotions. Salary increments & promotions will be based on JOPL's Performance Appraisal Policy.
5. **Alternative Employment**- As a Full-time associate of JOPL, "you are not permitted to undertake any other business, assume any public office without the written permission of JOPL".
6. **Confidentiality Agreement**- As part of the joining formalities, you are required to sign a confidentiality agreement which aims to protect the intellectual property rights and business information of JOPL and its clients.
7. **Notice Period**- While on probation, this appointment may be terminated by either side by giving 15 days' notice, or 15 days salary in lieu of notice period. On confirmation, this appointment may be terminated by either side by giving 30 days' notice or 30 days salary in lieu of notice period.



8. **Background Check-** Your employment will be subject to background check in line with JOPL's background check policy. A specially appointed agency will conduct internal and external background check. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without any notice.

9. **Submission of Documents: -**

1. Standard X & XII Marksheet & Certificates
  2. Graduation Certificate & Marksheet of all Semesters
  3. Post-Graduation Certificate & Marksheet of all Semesters (if any)
  4. Experience certificate from your previous employer(s) indicating Period of Employment.
  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
  6. 2 Passport size photos.
  7. A photocopy of your Permanent Account Number (PAN) Card
  8. A photocopy of your Aadhar Card
  9. Cancelled cheque/photocopy of first page of bank passbook
10. **Appointment Letter-** You will be issued a letter of appointment after submission of the required documents. It will be issued after 7 days of your joining.
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For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



**Annexure-1**  
**Key Responsibility Area(KRA)**

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**Annexure-2**  
**Compensation Structure**

A. Components	Monthly(INR)	Annually(INR)
Basic	8670	104040
House Rent Allowance	3468	41616
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Medical Allowance	340	4080
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<b>Cost to Company (I = G)</b>	<b>19471</b>	<b>233657</b>

\*\*TDS and Professional tax will be applicable as per Govt. Policy.

### Annexure-3

### Acceptance

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Suchitra Dash**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Tanushree Pradhan**

Contact Number: 9777427328

Email Id: tanushreepradhan691@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Tanushree,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive in Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

**Benefits: -**

The details of your compensation & benefits are given below:

1. **Health Insurance-** You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
2. **Term Insurance-** You would be also eligible for Term Insurance. (Coverage- 10 Lakhs INR)
3. **Leave-** You would have 21 leaves (Privilege Leave-8, Casual Leave-8, Sick Leave-5) for every financial year after completion of probation. Leave Encashment for unused Privilege Leaves at the end of Financial Year.
4. **Maternity Leave (For Female) -** You will be eligible for Maternity Leave, as per Maternity Act, 1961.
5. **Paternity Leave (For Male) -** You will be eligible for Paternity Leave of 2 Weeks.
6. **Tuition reimbursement for career development courses –** Employer will pay the tuition fees or training fees for Career Development course. (up to 10,000(INR) in a year)
7. **In house income tax planning-** Company will provide you income tax management consultancy.



8. **Statutory Benefits** – You will be eligible for Statutory benefits like Provident Fund.
9. **Festive Bonus**- You will be eligible for Diwali bonus.
10. **Food**- You will be eligible for Subsidized Lunch/Dinner provided by the Company along with free snacks.
11. **Accommodation**- You will be eligible for free accommodation for 2 days, if you are coming from outside Bhubaneswar.
12. **Performance linked variable pay**- It will be paid based on your performance at the end of the financial year.

#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952".
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act, 1972.

#### Terms of Employment -

The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
2. **Working Hours**- You will be required to work 5 days a week for 9 hours per day including break time. Your duty shift will be 20:30 to 05:30 This can only be modified in case of specific group and/or task requirement.
3. **Mobility**- JOPL reserves the right to transfer/utilise your services at any of its offices, or associated or affiliated companies, on the terms and conditions as applicable to you at the time of transfer.
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9. **Submission of Documents: -**

1. Standard X & XII Marksheet & Certificates
  2. Graduation Certificate & Marksheet of all Semesters
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  4. Experience certificate from your previous employer(s) indicating Period of Employment.
  5. Relieving Letter from your current employer indicating the date of release along with 3 months salary slip.
  6. 2 Passport size photos.
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  8. A photocopy of your Aadhar Card
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Yours Sincerely,  
For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



**Annexure-1**  
**Key Responsibility Area(KRA)**

Sourcing all assigned products on daily basis

Co-ordinating and communication with vendors for sourcing and documents requirements.

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**Annexure-2**  
**Compensation Structure**

<b>A. Components</b>	<b>Monthly(INR)</b>	<b>Annually(INR)</b>
Basic	8670	104040
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### Annexure-3

### Acceptance

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We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Tanushree Pradhan**

Date:

Signature:



## OFFER LETTER

Date: 28 July, 2021

**Upasana Sahu**

Contact Number: 9861192697

Email Id: upasanasahu078@gmail.com

**Sub: Letter of Offer & Terms of Employment**

Dear Upasana,

Thank you for exploring career opportunities with Jeeva Organic Private Limited (JOPL). You have successfully completed our selection process and we are pleased to make an offer of employment.

This offer is based on your profile & performance in the selection process. You have been selected for the position of **Sourcing Executive in Pay Grade - 5** at **JOPL, Bhubaneswar**. Your Annual CTC will be **233657 (INR)** Annexure-1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer by signing Annexure-2. If not accepted in the 7 days of receipt, this offer is liable to lapse at the discretion of JOPL. You may handover your acceptance letter to the HR Department.

Your date of joining will be **7 August, 2021**. On joining & successful completion of joining formalities, you will be issued a letter of Appointment by JOPL.

### **Benefits: -**

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1. **Health Insurance**- You & your dependents i.e., Spouse & up to 2 children, will be eligible for basic cover under JOPL's Health Insurance Policy. Coverage is 5 Lacs INR per annum.
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#### Retirals: -

The details of your compensation & benefits are given below:

1. **Provident Fund**- You will be a member of Provident Fund as per the provisions of "The Employee Provident Fund and Miscellaneous Provisions Act, 1952".
2. **Gratuity**- You will be eligible for gratuity as per the provision of the Gratuity Act, 1972.

#### Terms of Employment -

The details of your compensation & benefits are given below:

1. **Probation Period**- Your first 6 months of service will be considered as probationary, and you will be appraised for satisfactory performance for which JOPL would confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory, JOPL may extend the probation period up to a maximum of 6 months or terminate your employment with immediate effect. During the extension of probation, if your performance is found still unsatisfactory, JOPL shall be entitled to terminate your services forthwith without any notice whatsoever.
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For Jeeva Organic Private Limited

For Jeeva Organic Pvt. Ltd.

*Anmol Mishra*  
Authorised Signatory

AnmolMishra  
HR Executive

**Enclosure: -**

Annexure-1: KRA

Annexure-2: Compensation Structure

Annexure-3: Acceptance



### Annexure-1

#### Key Responsibility Area(KRA)

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\*\*TDS and Professional tax will be applicable as per Govt. Policy.

**Annexure-3****Acceptance**

The company has made the offer of Employment based on genuine statements and facts provided by you. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate actions against you.

We welcome you aboard and wish you a pleasant, fruitful, and mutually beneficial association with the company.

Please sign and return the duplicate copy of this letter to signify your acceptance of the offer of employment. I accept the terms and conditions of the company mentioned above.

Name: **Upasana Sahu**

Date:

Signature:





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: Regarding offer letter**

1 message

**Preetimayee Pradhan** <amritaswainamrita@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:18 PM

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, 7 Jul 2021, 6:27 pm

Subject: Regarding offer letter

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

Dear AMRITA SWAIN ,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 12/07/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

12/29/22, 4:08 PM

Gmail - Fwd: Regarding offer letter

**Further queries please feel free to contact me on the below number**

**Thanks & Regards,**

**Team Human Resources**

**PULSUS GROUP-Visakhapatnam**

**Phone 0891-3356302/9346992144/6281778130**



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**2 attachments**

**PULSUS**  
WWW.PULSUSGROUP.COM

**image001.jpg**  
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**PULSUS**  
WWW.PULSUSGROUP.COM

**image001.jpg**  
3K

**Fwd: Regarding offer letter**

1 message

Preetimayee Pradhan <garpitanjali6@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:35 PM

----- Forwarded message -----  
From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 6:41 pm  
Subject: Regarding offer letter  
To: <garpitanjali6@gmail.com>

Dear ARPITANJALI GHUDA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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2 attachments



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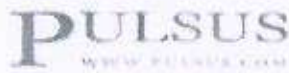


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**Fwd: Regarding offer letter**

1 message

Preetimayee Pradhan <pandabiswajit300@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:16 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 6:25 pm  
Subject: Regarding offer letter  
To: <pandabiswajit300@gmail.com>

Dear BISWAJIT PANDA ,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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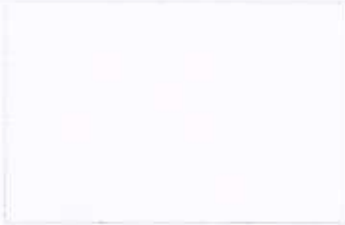
Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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**2 attachments**



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**Fwd: Regarding offer letter**

1 message

**Preetimayee Pradhan** <mansisahooms@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:30 PM

----- Forwarded message -----  
From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 6:42 pm  
Subject: Regarding offer letter  
To: <mansisahooms@gmail.com>

Dear MANASI SAHOO,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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**Fwd: Regarding offer letter**

1 message

**Preetimayee Pradhan** <mansisahooms@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:38 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 6:48 pm  
Subject: Regarding offer letter  
To: <mansisahooms@gmail.com>

Dear NISHAT FATIMA,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJ1" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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**2 attachments**

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**Fwd: Regarding offer letter**

1 message

Preetimayee Pradhan <npragati7@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:19 PM

----- Forwarded message -----  
From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 8:37 pm  
Subject: Regarding offer letter  
To: <npragati7@gmail.com>

Dear PRAGATI NAYAK ,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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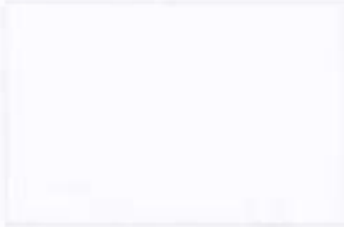
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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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2 attachments

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**PULSUS**  
GROUP

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**Fwd: Regarding offer letter**

1 message

**Preetimayee Pradhan** <preetimayeepradhan1989@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:02 PM

----- Forwarded message -----  
From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 8:02 pm  
Subject: Regarding offer letter  
To: <preetimayeepradhan1989@gmail.com>

Dear PRITIMAYEE PRADHAN,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position 'QJ1' at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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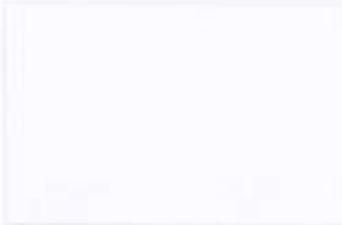
Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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2 attachments

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WWW.PULSUS.COM

image001.jpg  
3K

**Fwd: Regarding offer letter**

1 message

saumyashree swain <swainsaumyashree035@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

Sun, Dec 11, 2022 at 3:38 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Fri, Jul 9, 2021, 5:19 PM  
Subject: Regarding offer letter  
To: <swainsaumyashree035@gmail.com>

Dear SAUMYASHREE SWAIN,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

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www.pulsus.com

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**PULSUS**  
www.pulsus.com

image001.jpg  
3K

**Fwd: Regarding offer letter**

1 message

Preetimayee Pradhan <subhambehera246@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:25 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 6:47 pm  
Subject: Regarding offer letter  
To: <subhambehera246@gmail.com>

Dear SUBHAM BEHERA,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position 'OJT' at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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2 attachments

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GROUP-Visakhapatnam

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GROUP-Visakhapatnam

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**Fwd: Regarding offer letter**

1 message

Preetimayee Pradhan <www.mamtamahato.98@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:36 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 8:22 pm  
Subject: Regarding offer letter  
To: <www.mamtamahato.98@gmail.com>

Dear MAMTA MAHATO,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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www.pulsus.com

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**Fwd: Regarding offer letter**

1 message

**Preetimayee Pradhan** <jyotikhuntia8@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 26, 2022 at 4:45 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, 7 Jul 2021, 6:06 pm  
Subject: Regarding offer letter  
To: <jyotikhuntia8@gmail.com>

Dear SUBHASHREE ROUT,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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You are requested to join on or before 12/07/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapavanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

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2. Eight passport size photographs.
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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130



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2 attachments

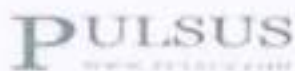
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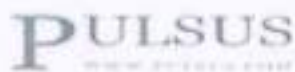
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www.pulsus.com

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**Fwd: Regarding offer letter**

1 message

SUMAN PANDA <sumanpanda1397@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Dec 28, 2022 at 8:58 AM

Dear sir

Kindly find the attached offer letter from Omics international

Regards,  
Suman Panda

----- Forwarded message -----  
From: **HR Vizag** <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:18 pm  
Subject: Regarding offer letter  
To: <sumanpanda1397@gmail.com>

Dear SUMAN PANDA,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Swetapadma Praharaj <praharajswetapadma3@gmail.com> To:  
khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:55 pm  
Subject: Regarding offer letter  
To: <praharajswetapadma3@gmail.com>

Dear SWETAPADMA PRAHARA.J,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/26/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Ankita Rout <routankita345@gmail.com> To:  
khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:25 pm  
Subject: Regarding offer letter  
To: <routankita345@gmail.com>

Dear ANKITA ROUT,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/29/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Biswaranjan Nayak <biswaranjann67@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 4:15 pm  
Subject: Regarding offer letter  
To: <biswaranjann67@gmail.com>

Dear BISWARANJAN NAYAK,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/29/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

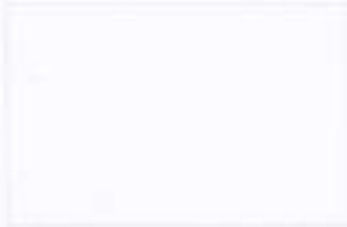
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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Chiranjibi Nayak <nayakchiranjibi5@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 4:35 pm  
Subject: Regarding offer letter  
To: <nayakchiranjibi5@gmail.com >

Dear CHIRANJIBI NAYAK,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/29/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

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Thanks & Regards,

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PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Dibya Bharati Padhi <dibyapadhi1999@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 4:25 pm  
Subject: Regarding offer letter  
To: <dibyapadhi1999@gmail.com>

Dear DIBYA BHARATI PADHI

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/29/22, 4:13 PM

Omail - Fwd: Regarding offer letter

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Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Diptanshu Pradhan <diptanshup97@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:46 pm  
Subject: Regarding offer letter  
To: <diptanshup97@gmail.com>

Dear DIPTANSHU PRADHAN,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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2 attachments

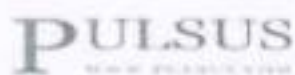


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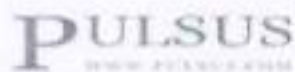


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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Gargi Das <gargidas@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:46 pm  
Subject: Regarding offer letter  
To: <gargidas@gmail.com>

Dear GARGI DAS,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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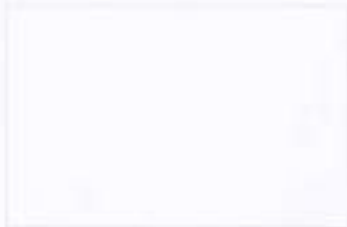
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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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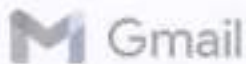
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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Ipsita Jena <ipsitaipsu098@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:15 pm  
Subject: Regarding offer letter  
To: <ipsitaipsu098@gmail.com>

Dear IPSITA JENA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/29/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Minarva Swain <minarvaswain.12@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:45 pm  
Subject: Regarding offer letter  
To: <minarvaswain.12@gmail.com>

Dear MINARVA SWAIN

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "CJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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You are requested to join on 12/07/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experiences Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

12/29/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Mousumi Nayak <mousuminayak556@gmail.com> To:  
khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul 2021, 5:36 pm  
Subject: Regarding offer letter  
To: <mousuminayak556@gmail.com>

Dear MOUSUMI NAYAK,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on 12/07/2021 (Manday) at 09.00 AM at the following venue:-

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IT/TIES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Padyashree Kanungo <padyashreekanungo637@gmail.com>  
To: khyamakanta.mits@gmail.com

----- Forwarded message -----  
From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul 2021, 5:45 pm  
Subject: Regarding offer letter  
To: <padyashreekanungo637@gmail.com>

Dear PADYASHREE KANUNGO,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "CJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/26/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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**PULSUS**  
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image001.jpg  
3K



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Rakesh Pattanaik <pattanaikrakesh50@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:45 pm  
Subject: Regarding offer letter  
To: <pattanaikrakesh50@gmail.com>

Dear RAKESH PATTANAIK,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "CJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/26/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

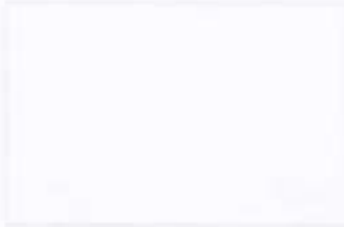
Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

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www.pulsus.com

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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

S K Sunsuya <sunsuya140@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:45 pm  
Subject: Regarding offer letter  
To: <sunsuya140@gmail.com>

Dear S K SUNSUYA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "CJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/29/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

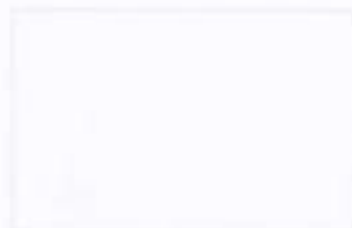
Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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www.pulsus.com

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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Saumyaranjan Ray <stillon.cool@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:47 pm  
Subject: Regarding offer letter  
To: <stillon.cool@gmail.com>

Dear SAUMYARANJAN RAY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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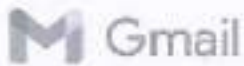
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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Saumyashree Swain <namratabanerjee45@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul 2021, 5:56 pm  
Subject: Regarding offer letter  
To: <namratabanerjee45@gmail.com>

Dear SAUMYASHREE SWAIN,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "QJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

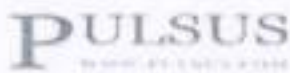


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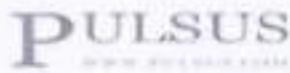


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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

Subhasmita Behera <subhasmitabehera00951@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:45 pm  
Subject: Regarding offer letter  
To: <subhasmitabehera00951@gmail.com>

Dear SUBHASHMITA BEHERA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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12/29/22, 4:13 PM

Gmail - Fwd: Regarding offer letter

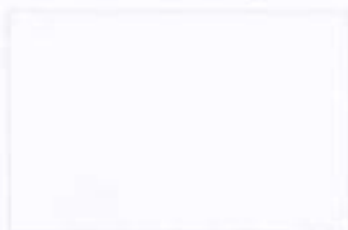
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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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2 attachments

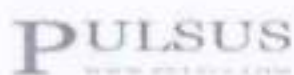


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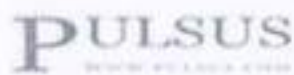


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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

## Fwd: Regarding offer letter

1 message

S S S Pattanaik <swetasuvarna.4540@gmail.com>  
To: khyamakanta.mits@gmail.com

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

From: HR Vizag<vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:45 pm  
Subject: Regarding offer letter  
To: <swetasuvarna.4540@gmail.com>

Dear SUSHREE S S PATTANAIK,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290488



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Regarding offer letter MAIL

HR Vizag (24/01/2021)

to me, hr.vizag\_kishorema@pulsus.com



Dear JASMINE MOHAPATRA,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are selected for the position 'OJT' at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to admission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16000/- month with deductions of PF, PT & ES, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on 27/08/2021 (Friday) at 08.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro adjacent Building, Survey No.29 B,

IT/ITES KEY Campus, Rama Talkies Road, Old TE Hospital Premises,

Besagovampalem Village, Visakhapatnam, Andhra Pradesh - 530013

Please ensure to carry the below list of Documents at the time of joining without fail.

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4. 10th Original Certificate (Is mandatory).
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Further queries please feel free to contact me on the below number

Thanks &amp; Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone: 0891-3356302/0712259468

**Fwd: Regarding offer letter**

1 message

Shweta Pandit <panditshweta25@gmail.com>  
To: khyamakanta.mits@gmail.com

Sun, Dec 11, 2022 at 10:32 AM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Fri, 9 Jul, 2021, 5:35 pm  
Subject: Regarding offer letter  
To: <panditshweta25@gmail.com>

Dear SHWETA PANDIT,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "CJT" at PULSUS GROUP - Allied (Journals) Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.



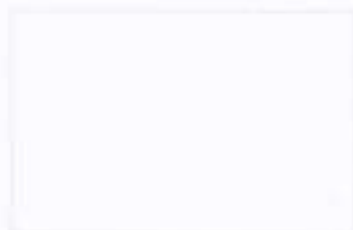
Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/8712290480



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2 attachments

**PULSUS**  
www.pulsus.com

image001.jpg  
3K

**PULSUS**  
www.pulsus.com

image001.jpg  
3K



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

---

**Fwd: TCS Offer Letter**

1 message

---

Tusharkanta Senapati <senapatitushar123@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

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

From: **TCS Careers** <Careers@tcs.com>  
Date: Sun, 9 Jan, 2022, 9:20 pm  
Subject: TCS Offer Letter  
To:

Dear Candidate,

Greetings from TCS! Trust you are doing good.

Congratulations!!!

We are glad to inform you that you have successfully cleared the TCS selection process. You can check your offer letter in the TCS NextStep portal.

<https://nextstep.tcs.com/campus/#/>

LogIn to TCS NextStep portal -> Offer Letter -> Accept Offer Letter.

Kindly accept the offer letter immediately so that we can proceed with further formalities.

Please accept your Offer Letter immediately. In lieu of no action from your end in the TCS NextStep Portal, your offer would stand invalid.

If you have any further queries, please feel free to write to us at - [llp.support@tcs.com](mailto:llp.support@tcs.com) / call @ 1800-209-3111.

We look forward to welcoming you into the TCS family!

Regards,  
TCS Talent Acquisition Team  
Tata Consultancy Services

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you



July 7, 2021

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

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 036.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear MONIKA JAISWAL,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**



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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WLP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

#### 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy.
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

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

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WLP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WLP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Apama Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

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

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

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

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

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

### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

### ANNEXURE – IV

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

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

##### Travel

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.



7/7/2021

[https://wipro.icims.com/forms?module=Forms&action=showForm&view=html&form=WLP\\_Enrollment\\_Letter\\_Template&user=207661...](https://wipro.icims.com/forms?module=Forms&action=showForm&view=html&form=WLP_Enrollment_Letter_Template&user=207661...)

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Signature MONIKA JAISWAL 8/7/2021 7:35 AM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sanjapur Road E :info@wipro.com

Bangalore 560 005 W :wipro.com

India C :L32102KA1945PLC020900



July 7, 2021

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

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

Dear PAPPU MAHATO,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

Aparna Shailen  
General Manager - Human Resources

Endorsement

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**



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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- i. This letter of enrollment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WLP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WLP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulists attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WLP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WLP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WLP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WLP and partnering institution from time to time, strict action will be taken and the decision of the WLP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

#### 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

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

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor-Led Training and Self-Directed / Recorded lecture sessions).



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

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

I shall be present for the induction session on

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

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

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

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

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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE – III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.



ii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

**Signature** PAPPU MAHATO 8/7/2021 9:35 AM (checking the checkbox above is equivalent to a handwritten signature)

**Registered Office:**

Wipro Limited T :+91 (80) 2844 0011

Dodakannali F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 055 W :wipro.com

India C :LS2102KA1945PL0000800





July 7, 2021

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

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 036.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear PRANAB KUMAR ROUT,

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

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

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

Yours sincerely,  
For Wipro Limited,

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**Aparna Shallen**  
General Manager - Human Resources

**Endorsement**

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**Terms & Conditions of Scholarship**

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

### 8. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WLP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WLP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WLP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WLP Program.
- xix. The 6th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WLP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WLP and partnering institution from time to time, strict action will be taken and the decision of the WLP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

## 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

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

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsource venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WLP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WLP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

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

I shall be present for the induction session on

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

I PRANAB KUMAR ROUT, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WLP of Wipro for the following purposes:

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

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



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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE – III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

**Signature** PRANAB KUMAR ROUT 8/7/2021 8:35 AM  
(checking the checkbox above is equivalent to a handwritten signature)

**Registered Office:**

Wipro Limited T: +91 (80) 2844 0011

Doddeballa F: +91 (80) 2844 0054

Sarjapur Road E: info@wipro.com

Bengaluru 560 095 W: wipro.com

India C: L32102KA1945PLC020000



July 7, 2021

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

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440911/12, Fax: (080) 28440256

Dear RAJAT KUMAR SAHOO,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

Aparna Shailen  
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**



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

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

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

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

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

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

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Your fourth year scholarship will continue until completion of your M Tech program.

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

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

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## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

#### 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

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

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WLP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WLP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Apama Shallen**  
General Manager - Human Resources

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

I shall be present for the induction session on:

**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008)**

I RAJAT KUMAR SAHOO, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WLP of Wipro for the following purposes:

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

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



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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE – III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses



ii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

**Signature** RAJAT KUMAR SAHOO 8/7/2021 7:35 AM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0004

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :JL2103KA1945PLC020800



July 7, 2021

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

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Serjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440911/12, Fax: (080) 28440256

Dear SANJEET ROURAY,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**



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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medication on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and



binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

## 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy.
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third-party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

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

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WLP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WLP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Apama Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

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

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

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

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

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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE – III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following.

Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.



iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Signature SANJEET ROUFRAY 7/7/2021 7:35 AM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli P :+91 (80) 2844 0054

Sanjapur Road E :info@wipro.com

Bangalore-560 025 W :wipro.com

India C :132102KA1045P1,0026800





July 7, 2021

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

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

Dear SASWATI SWAIN,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WLP portal

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WLP program or your enrolment with WLP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 5 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

#### 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

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

I shall be present for the induction session on

**ANNEXURE I**

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

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

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

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



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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE - III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE - IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Signature SASWATI SWAIN 7/7/2021 7:15 AM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 5011

Doddekannehl F :+91 (80) 2844 0054

Sanjapur Road E :info@wipro.com

Bengaluru 560 005 W :wipro.com

India C :L32102KA1948PLC020800



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

Shrabani Digal <shrabanidigal45@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Nov 1, 2023 at 2:20 PM

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

From: **Campus HR Team** <wipro+email+2ifk3-b91cc873d2@talent.icims.com>  
Date: Thu, Dec 9, 2021, 1:30 PM  
Subject: Wipro Campus Update\_LOI  
To: <shrabanidigal45@gmail.com>

December 9, 2021

Dear Shrabani Digal,  
Resume Number - 22027843

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete and accepting the contents of this communication within 15 calendar days](#). Your confirmation of interest is a precondition to the issuance of offer of appointment.

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

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



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

Please note the terms and conditions:

1. The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Yours sincerely,  
For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

This message was sent to [shrabanidigal45@gmail.com](mailto:shrabanidigal45@gmail.com). If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=2CB522027843&contactId=15627293>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



July 7, 2021

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

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440258

Dear SONAM DAS,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**



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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WLP portal

#### 4. Training Agreement

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WLP program or your enrolment with WLP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WLP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WLP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WLP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WLP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WLP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WLP and partnering institution from time to time, strict action will be taken and the decision of the WLP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

#### 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
  - ii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
    - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
    - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
    - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
    - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

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

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

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

I shall be present for the induction session on

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

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

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

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

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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE - III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE - IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses



iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Signature SONAM DAS 9/7/2021 9:15 AM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sanjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020000





July 7, 2021

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

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

Dear TANUJA DANDPAT,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

Aparna Shailen  
General Manager - Human Resources

Endorsement

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WLP portal

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WLP program or your enrolment with WLP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 5 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

#### 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy.
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

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

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsource venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WLP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WLP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

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

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

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

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



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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE – III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Signature TANUJA DANDPAT 8/7/2021 9:15 AM

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

Registered Office:

Wipro Limited T: +91 (80) 2844 0011

Doddekannehalli P: +91 (80) 2844 0054

Sejapur Road E: info@wipro.com

Bengaluru 560 005 W: wipro.com

India C: L32102KA1946PLC020800



July 7, 2021

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

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

Dear SOMNATH GOUDA,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

**3. Scholarship/Stipend and Benefits**



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

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

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

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

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

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

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

The below table lists down your scholarship details.

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WLP portal

#### 4. Training Agreement:

- i. This letter of enrollment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WLP program or your enrollment with WLP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.



## 5. PROJECT READINESS PROGRAM (PRP)

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

## 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WLP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WLP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WLP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WLP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WLP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WLP and partnering institution from time to time, strict action will be taken and the decision of the WLP Team / faculty / University would be final and



binding.

- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

#### 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation)
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

### 13. Cancellation of Enrolment:

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### 14. Study Hours:

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- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
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- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.



**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WLP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WLP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

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

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2009)**

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

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

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

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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE – III**

##### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

#### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.



iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 8 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Signature SOMNATH GOUDA 7/7/2021 9:15 AM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2644 0011

Doddakannelli F :+91 (80) 2644 0054

Sanjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

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

From: **Campus HR Team** <wipro+email+2tfk8-b91cc873d2@talent.icims.com>  
 Date: Thu, Sep 20, 2021, 1:30 PM  
 Subject: Wipro Campus Update\_LOI  
 To: <abhijeetpradhan898@gmail.com>

September 20, 2021

Dear Abhijeet Pradhan ,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

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

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

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

Please note the terms and conditions:

1. The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Yours sincerely,  
For Wipro Limited,



Aparna Shallen  
General Manager - Human Resources





Khyamakanta Sahu &lt;khyamakanta.mlts@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

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

From: **Campus HR Team** <wipro+email+s6j6-184073d440@talent.icims.com>

Date: Fri, 5 Mar, 2021, 5:20 pm

Subject: Wipro Campus Update\_LOI

To: &lt;ankitajee4112@gmail.com&gt;

March 5, 2021

Dear ANKITA JEE,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
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Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For Wipro Limited,



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: Wipro Campus Update\_LOI**

1 message

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

From: **Campus HR Team** <wipro+email+s6j6-184073d440@talent.icims.com>  
 Date: Fri, 5 Mar, 2021, 5:23 pm  
 Subject: Wipro Campus Update\_LOI  
 To: <bibhuti.gamer@gmail.com>

March 5, 2021

Dear BIBHUTI MOHAPATRA,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

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Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete and accepting the contents of this communication within 15 calendar days](#). Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For Wipro Limited,

Sunil Kalachar

© Wipro Limited, Doddakannelli, Serjapur Road Bengaluru 560 035 IND



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

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

From: **Campus HR Team** <wipro+email+s6j6-184073d440@talent.icims.com>

Date: Fri, 5 Mar, 2021, 5:30 pm

Subject: Wipro Campus Update\_LOI

To: <zackbiswajeet10@gmail.com>

March 5, 2021

Dear BISWAJEET GOUDA,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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Fourth year	23000	0	23,000/- (*)

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Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For Wipro Limited,

Sunil Kalachar





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

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

From: **Campus HR Team** <wipro+email+5b96-184073d440@talent.icims.com>  
 Date: Fri, 5 Mar, 2021, 5:40 pm  
 Subject: Wipro Campus Update\_LOI  
 To: <chandanmansingh440@gmail.com>

March 5, 2021

Dear CHANDAN MANSINGH,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For Wipro Limited,

Sunil Kalachar



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

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

From: **Campus HR Team** <wipro+email+s6j6-184073d440@talent.ioims.com>  
 Date: Fri, 5 Mar, 2021, 4:40 pm  
 Subject: Wipro Campus Update\_LOI  
 To: <d.rout2000@gmail.com>

March 5, 2021

Dear DEEPSHIKHA ROUT,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete and accepting the contents of this communication within 15 calendar days.](#) Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For Wipro Limited,



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

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

From: **Campus HR Team** <wipro+email+s6j6-184073d440@talent.icims.com>

Date: Fri, 5 Mar 2021, 6:40 pm

Subject: Wipro Campus Update\_LOI

To: &lt;dibyajyotirout17@gmail.com&gt;

March 5, 2021

Dear DIBYAJYOTI ROUT,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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Fourth year	23000	0	23,000/- (*)

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For Wipro Limited,





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: Wipro Campus Update\_LOI**

1 message

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

From: **Campus HR Team** <wipro+email+s6j6-184073d440@talent.idms.com>  
 Date: Fri, 5 Mar, 2021, 6:20 pm  
 Subject: Wipro Campus Update\_LOI  
 To: <kunwarsingh73279@gmail.com>

March 5, 2021

Dear KUMAR SINGH,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	16000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

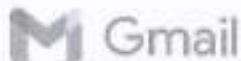
(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For Wipro Limited,

Sunil Kalachar



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: Wipro Campus Update\_LOI**

1 message

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

From: **Campus HR Team** <wipro+emaH+s6j6-184073d440@talentlicms.com>  
 Date: Fri, 5 Mar, 2021, 6:40 pm  
 Subject: Wipro Campus Update\_LOI  
 To: <jhantupathak1999@gmail.com>

March 5, 2021

Dear JHANTU PATHAK,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.


The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For Wipro Limited,  
 Sunil Kalachar



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Fwd: Wipro Enrollment Letter**

1 message

Binayak Raysingh <binayakraysingh@gmail.com>  
To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Sat, Dec 10, 2022 at 11:56 AM

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

From: **Wipro offer letter** <wipro+email+3x5xo-d55fc3b565@talent.icims.com>  
Date: Wed, 20 Apr, 2022, 11:12 am  
Subject: Wipro Enrollment Letter  
To: <binayakraysingh@gmail.com>

**April 20, 2022**Dear **BINAYAK RAYSINGH**,

Congratulations! We are pleased to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

**Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on **Accept** -> click on **signature check box** -> Click on **"Submit and Print"** -> Click on **"web browser"** -> **ctrl+P** -> **save as pdf** -> **save** -> **select destination on your system to download.**

**Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**

Please click on the link below to review and accept your enrollment letter at the earliest using a desktop/laptop.  
[Click to Complete](#)

Your Login Information:

Login Name: binayakraysingh@gmail.com

*(If you do not know your password, you can reset it by clicking here.)*

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Thanks and Regards,  
Campus Offer Generation Team  
[Global Campus Hiring Team] Wipro Limited]

This message was sent to binayakraysingh@gmail.com. If you don't want to receive these emails from this company in the future, please go to:



12/29/22, 4:22 PM

Gmail - Fwd: Wipro Enrollment Letter

<https://wipro.icims.com/icims2/?i=EFF523223809&contactid=21715617>

© Wipro Limited, Doddakannelli, Serjapur Road Bengaluru 560 035 IND



July 7, 2021

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

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

Dear CHIRANJEEB ROUT,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

Aparna Shailen  
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

#### 1. PROFILE:

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

course.

## 2. DURATION:

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

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

## 3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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



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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **4. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

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

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

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

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

organized.

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

## 7. Conflict of Interest:



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **8. OBLIGATION AND RESPONSIBILITIES:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



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

#### **9. CONFIDENTIALITY:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **10. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **11. Posting**

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

#### **12. Misconduct:**

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

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

#### **13. Cancellation of Enrolment:**

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

#### **14. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions,

**15. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,



For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE - III

#### **INITIAL INDUCTION PROGRAM**

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

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

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



### Corporate Readiness Program - CRP

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

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

### Technology Readiness Program - TRP

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

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

### ANNEXURE - IV

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

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

#### Travel

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

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Signature CHIRANJEEB ROUT 7/7/2021 6:54 AM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T: +91 (80) 3844 0011  
Doddakannelli F: +91 (80) 3844 0054  
Sarjapur Road E: info@wipro.com  
Bengaluru W: wipro.com  
560 035  
India C: L32102KA1945PLC020800

20752970



himanshu\_sekhri <himanshusekhr225@gmail.com>

## Wipro Campus Update\_LOI

1 message

Kashish Malik <wipro+email+1ksof-4a644bf3b@talent.iclms.com>  
 Reply-To: Kashish Malik <wipro+email+1ksof-4a644bf3b@talent.iclms.com>  
 To: himanshusekhr225@gmail.com

14 July 2021 at 17:17

July 14, 2021

Dear Himanshu Moharana ,  
 Resume Number - 21729414

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For Wipro Limited,

 Aparna Shailen



This message was sent to [himenishu@iitrr225@gmail.com](mailto:himenishu@iitrr225@gmail.com). If you don't want to receive these emails from this company in the future, please go to: <https://wipro.icims.com/ctms2?r=625321729414&contactId=9033657>

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[Submit & Print](#)


June 22, 2021

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

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

Dear K Rakosh Gochhi,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

Aparna Shallen  
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

**1. PROFILE:**

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

**2. DURATION:**

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

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

### 3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

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

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

### 4. Training Agreement:

- i. This letter of enrollment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddaballanahalli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months, where you will be mentored for developing your skills and knowledge.

Technical Place Given trainees will be for a period of 1.5 months, and non-technical apprentices and trainees will be for the next 59.5 months. This



Wipro will invest in your training for up to a period of 12 months with particular emphasis on training you for the final qualification. The Company invests on your behalf for the cost of the training. Should you discontinue the WLP program or your enrolment with WLP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

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

#### 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WLP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WLP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WLP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medication the job training late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WLP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation.
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WLP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as described by the WLP and partnering institution from time to

time, strict action will be taken and the decision of the WILP Team / Faculty / University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

#### 7. Conflict of Interest:

- i. During your enrollment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrollment and for a period of one year from the cessation of your enrollment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrollment with the program or to accept enrollment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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



UNLAWFUL: TO VIOLATE OR BE A WITNESS TO SUCH VIOLATIONS OR TO DISCLOSE INFORMATION UNLAWFULLY, WHERE REQUIRED.

#### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, or any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 11. Posting

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

#### 12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

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

#### 13. Cancellation of Enrolment:

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

#### 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsource venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

#### 15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms, conditions and related and existing agreement or understanding, if any, between Wipro and you relation to the



iii. I shall be responsible for the duplicate copies and original copy containing signatures, as stipulated herein, being submitted to Wipro and give testimony of the same subject matter.

iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

v. During the period of enrollment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainee from time to time. You agree to comply with all policies as modified from time to time.

#### 16. On Completion/Cancellation of Academic Program:

i. On Completion of the academic program or cancellation of your enrollment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.

ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrollment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

#### 17. Acceptance of Enrollment Letter:

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrollment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrollment with Wipro.

**ANNEXURE – III****INITIAL INDUCTION PROGRAM**

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

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

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

**Corporate Readiness Program - CRP**

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

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

**Technology Readiness Program - TRP**

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

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

**ANNEXURE – IV**

Application FAQs (<http://icims.help>)

Software Powered by ICIMS

[www.icims.com](http://www.icims.com) ([http://www.icims.com/platform\\_help?](http://www.icims.com/platform_help?utm_source=platform&utm_medium=link&utm_content=page1&utm_campaign=platform%20help)

[utm\\_source=platform&utm\\_medium=link&utm\\_content=page1&utm\\_campaign=platform%20help](http://www.icims.com/platform_help?utm_source=platform&utm_medium=link&utm_content=page1&utm_campaign=platform%20help))

[Fraud Awareness \(/fraud-awareness\)](#) [FAQs \(/faqs\)](#) [Contact Us \(/contact-us\)](#)

[Hiring Process \(/hiring-process\)](#) [Interview Tips \(/interview-tips\)](#) [Site Map \(/site-map\)](#)

<https://www.wipro.com/careers/india/2021/06/22/2021-06-22-140384>

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[Terms of use \(/terms-of-use\)](#)



July 6, 2021

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

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

Dear Manas Ranjan Khilar,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

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

**Endorsement**

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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



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

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

### 3. Scholarship/Stipend and Benefits

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

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

- i. A Group Personal Accident Insurance (GPAI) coverage of INR 12, 00,000/-.. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
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You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

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The below table lists down your scholarship details:

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along



with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

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

#### 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.



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

## 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.



- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

## 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.



## 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 11. Posting

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

## 12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

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

## 13. Cancellation of Enrolment:

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

## 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual instructor Led Training and Self-Directed / Recorded lecture sessions).

## 15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the

remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**17. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

**ANNEXURE I**

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

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

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



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

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

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

## **ANNEXURE – IV**

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

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

#### **Travel**

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills

towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Signature Manas Ranjan Khilar 6/7/2021 5:58 AM

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

Registered Office:

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

Doddakannelli F :+91 (80) 2844 0054

Sanjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

20747694



## Wipro Campus Update\_LOI

1 message

Campus HR Team <wipro+anailts5zj-0e0778d5f2@talent.icims.com>  
Reply to: Campus HR Team <wipro+anailts5zj-0e0778d5f2@talent.icims.com>  
To: rahulpradhan6122000@gmail.com

Fri, Mar 5, 2021 at 5:09 PM

March 5, 2021

Dear RAHUL PRADHAN,  
Resume Number - 20789884

Based on our discussion with you, we would like to inform you of our intent to offer you the role of Scholar Trainee- Work Integrated Learning Program which will be in Career Band WASE/WIMS of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.


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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For Wipro Limited.

 Sumit Kalachar

This message was sent to rahulpradhan6122000@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/contact/?i=143020789884&contactid=4293895>

© Wipro Limited, Doddakannath, Sarjapur Road Bengaluru 560 035 IND





August 7, 2021

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

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

Dear Satyabrata Mohapatra,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

Aparna Shailen  
General Manager - Human Resources

Endorsement

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

**Terms & Conditions of Scholarship**

**1. PROFILE:**

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

**2. DURATION:**

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

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

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

### 3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along



with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ('Training Agreement').
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

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

#### 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.



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

## 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.



- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

### 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

### 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.



## 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 11. Posting

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

## 12. Misconduct:

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

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

## 13. Cancellation of Enrolment:

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

## 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

## 15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the



remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### 16. On Completion/Cancellation of Academic Program:

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

#### 17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

##### **Travel**

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills



towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

**Signature** Satyabrata Mohapatra 7/8/2021 9:48 PM

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

Registered Office:

Wipro Limited T :+91 (80) 2844 0011  
Doddakannelli F :+91 (80) 2844 0054  
Sarjapur Road E :info@wipro.com  
Bengaluru 560 035 W :wipro.com  
India C :L32102KA1945PLC020800

21729864





June 22, 2021

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

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

Dear SIBACHIDANANDA PADHI,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For Wipro Limited,

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

**Aparna Shailen**  
General Manager - Human Resources

#### **Endorsement**

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

#### **Terms & Conditions of Scholarship**

##### **1. PROFILE:**

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

##### **2. DURATION:**

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

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

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

### 3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

Your fourth year scholarship will continue until completion of your M Tech program.

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

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

#### Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along



with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ('Training Agreement').
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

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

#### 6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.



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

## 7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.



- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.

iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## 8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

## 9. CONFIDENTIALITY:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.



## 10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## 11. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

## 12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

## 13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

## 15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the



remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**16. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**17. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shallen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I SIBACHIDANANDA PADHI, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills



towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Signature SIBACHIDANANDA PADHI 22/6/2021 11:11 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro  
Limited

T :+91 (80) 2844 0011

Doddakemelli

F :+91 (80) 2844 0054

Sarjapur  
Road

E :info@wipro.com

Bengaluru  
590 035

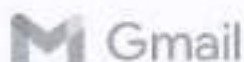
W :wipro.com

India

C :L32102KA1945PLC020900

20793805





Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

Shrabani Digal <shrabanidigal45@gmail.com>  
 To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Sat, Dec 10, 2022 at 3:02 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2tfk8-b91cc873d2@talent.icims.com>  
 Date: Thu, Dec 9, 2021, 1:30 PM  
 Subject: Wipro Campus Update\_LOI  
 To: <shrabanidigal45@gmail.com>

December 9, 2021

Dear Shrabani Digal,  
 Resume Number - 22027843

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be INR 6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Yours sincerely,  
For Wipro Limited,



Aparna Shailen  
General Manager - Human Resources

This message was sent to shrabani@gal45@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=2CB522027B43&contactid=15627293>

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Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

sonali nayak <nayaksonali356@gmail.com>  
To: khyamakanta.mits@gmail.com

Mon, Dec 12, 2022 at 2:02 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+s6j6-184073d440@talent.icims.com>  
Date: Fri, 5 Mar, 2021, 5:15 pm  
Subject: Wipro Campus Update\_LOI  
To: <nayaksonali356@gmail.com>

March 5, 2021

Dear SONALI NAYAK,  
Resume Number - 20762145

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete and accepting the contents of this communication within 15 calendar days](#). Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For Wipro Limited,

This message was sent to nayaksonali356@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=86EA20792145&contactid=4293645>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



Date: November 04, 2020

Strictly Private & Confidential

Debesh Kumar Panda

Dear Debesh Kumar Panda,

**Re: Offer Letter**

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst**. The role will be based in our office in "Navi Mumbai" but due to the current pandemic situation across the globe your role will be temporarily based in our temporary office in **Kolkata** (the exact address will be communicated to you via an e-mail) with the joining date of **Nov 17, 2020**. Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

**Please note that this offer is subject to following conditions:**

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

**You are requested to note the Important Terms:**

1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.

2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.
4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.

6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality & Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.

- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.
- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

**10. Return of Company Property**

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

**11. IT Security and Data Integrity and Theft Policy**

You are strictly prohibited from:



1. Allowing household members to view the work being done at XL Dynamics.
2. Allowing household members to view confidential Borrower or Client information.
3. Sharing login details with household members or any person.
4. Allowing others to access and use any XL Dynamics Company Equipment.
5. Sharing client information with any third parties.
6. Leaving the PC unlocked when away from the system or on break.
7. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
8. Tampering with the systems, attempting to disable security protocols, etc.
9. Any other acts of carelessness which exposes Confidential Information to misuse.
10. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

#### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "I" of the important Points under Annexure "A" of this letter for the applicable amount.

#### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat

penalty / damage charges as per clause 12. You also indemnify, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

**14. Training & Training recovery cost**

You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to [offers.india@xldynamics.com](mailto:offers.india@xldynamics.com)

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,



Dipika Pawar  
Authorised Signatory

I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Debash Kumar Panda

**Annexure A**

<b>Candidate's Name</b>	Debesh Kumar Panda
<b>Position Offered</b>	Associate Analyst
<b>Shift</b>	Night
<b>Contract</b>	NA
<b>Joining Date</b>	Nov 17, 2020

**Salary Details**

<b>Fixed Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	0	0
Conveyance	0	0
COLA	1140	13680
<b>Variance Components (See notes)</b>		
Monthly Performance Incentive	3208	38496
Annual Bonus	1167	14004
<b>Medical Benefits (See notes)</b>		
Mediclaim	130	1560
<b>Retirements Benefits (See notes)</b>		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
<b>Total CTC</b>	<b>29167</b>	<b>350004</b>

**Important Terms with respect to your CTC:**

a. **Shift Allowance:**

1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.



2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
  - c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.
  - d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
  - e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
  - f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
  - g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
  - h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
  - i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Debesh Kumar Panda

Date: November 04, 2020

Strictly Private & Confidential

Haripriya Pani

Dear Haripriya Pani,

**Re: Offer Letter**

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst**. The role will be based in our office in "Navi Mumbai" but due to the current pandemic situation across the globe your role will be temporarily based in our temporary office in **Kolkata** (the exact address will be communicated to you via an e-mail) with the joining date of **Nov 17, 2020**. Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

You are requested to note the important Terms:

1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.

2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.
4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.

6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality & Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.



- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.
- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

#### 10. Return of Company Property

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

#### 11. IT Security and Data Integrity and Theft Policy

You are strictly prohibited from:

1. Allowing household members to view the work being done at XL Dynamics.
2. Allowing household members to view confidential Borrower or Client information.
3. Sharing login details with household members or any person.
4. Allowing others to access and use any XL Dynamics Company Equipment.
5. Sharing client information with any third parties.
6. Leaving the PC unlocked when away from the system or on break.
7. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
8. Tampering with the systems, attempting to disable security protocols, etc.
9. Any other acts of carelessness which exposes Confidential information to misuse.
10. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

#### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "I" of the Important Points under Annexure "A" of this letter for the applicable amount.

#### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat



penalty / damage charges as per clause 12. You also indemnify, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

**14. Training & Training recovery cost**

You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to [offers.india@xldynamics.com](mailto:offers.india@xldynamics.com)

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,



Dipika Pawar  
Authorised Signatory

I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Haripriya Pani



## Annexure A

<b>Candidate's Name</b>	Haripriya Fani
<b>Position Offered</b>	Associate Analyst
<b>Shift</b>	Night
<b>Contract</b>	NA
<b>Joining Date</b>	Nov 17, 2020

### Salary Details

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	0	0
Conveyance	0	0
COLA	1140	13680
<b>Variance Components (See notes)</b>		
Monthly Performance Incentive	3208	38496
Annual Bonus	1167	14004
<b>Medical Benefits (See notes)</b>		
Mediclinm	130	1560
<b>Retirements Benefits (See notes)</b>		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
<b>Total CTC</b>	<b>29167</b>	<b>350004</b>

### Important Terms with respect to your CTC:

a. Shift Allowance:

1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.

2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (If applicable).
  - c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.
  - d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
  - e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
  - f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
  - g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
  - h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
  - i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Haripriya Pani

Date: November 04, 2020

Strictly Private & Confidential

Sarthak Mohanty

Dear Sarthak Mohanty,

**Re: Offer Letter**

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst**. The role will be based in our office in "Navi Mumbai" but due to the current pandemic situation across the globe your role will be temporarily based in our temporary office in **Kolkata** (the exact address will be communicated to you via an e-mail) with the joining date of **Nov 17, 2020**. Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

You are requested to note the important Terms:

1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.



2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.
4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.

6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality & Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.

- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.
- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

**10. Return of Company Property**

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

**11. IT Security and Data Integrity and Theft Policy**

You are strictly prohibited from:



1. Allowing household members to view the work being done at XL Dynamics.
2. Allowing household members to view confidential Borrower or Client information.
3. Sharing login details with household members or any person.
4. Allowing others to access and use any XL Dynamics Company Equipment.
5. Sharing client information with any third parties.
6. Leaving the PC unlocked when away from the system or on break.
7. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
8. Tampering with the systems, attempting to disable security protocols, etc.
9. Any other acts of carelessness which exposes Confidential Information to misuse.
10. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

#### 12. Refundable Security Deductions against Company Property

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "i" of the Important Points under Annexure "A" of this letter for the applicable amount.

#### 13. Use of Company Equipment

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat



penalty / damage charges as per clause 12. You also indemnify, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

**14. Training & Training recovery cost**

You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to [offers.india@xldynamics.com](mailto:offers.india@xldynamics.com)

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,



Dipika Pawar  
Authorised Signatory

I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Sarthak Mohanty

#### Annexure A

Candidate's Name	Sarthak Mohanty
Position Offered	Associate Analyst
Shift	Night
Contract	NA
Joining Date	Nov 17, 2020

#### Salary Details

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	0	0
Conveyance	0	0
COLA	1140	13680
<b>Variance Components (See notes)</b>		
Monthly Performance Incentive	3208	38496
Annual Bonus	1167	14004
<b>Medical Benefits (See notes)</b>		
Mediclaim	130	1560
<b>Retirements Benefits (See notes)</b>		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
<b>Total CTC</b>	<b>29167</b>	<b>350004</b>

#### Important Terms with respect to your CTC:

a. Shift Allowance:

1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.

2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
  - c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.
  - d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
  - e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
  - f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
  - g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
  - h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
  - i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Sarthak Mohanty



Date: November 04, 2020

Strictly Private & Confidential

Sweta Mohanty

Dear Sweta Mohanty,

**Re: Offer Letter**

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the role of **Associate Analyst**. The role will be based in our office in "Navi Mumbai" but due to the current pandemic situation across the globe your role will be temporarily based in our temporary office in Kolkata (the exact address will be communicated to you via an e-mail) with the joining date of **Nov 17, 2020**. Please note that in accordance with the needs of the business or due to any unforeseen circumstances, you may be required, from time to time, to work from other locations in India or out of India. In case, you are required to work from other location due to whatsoever reason(s), all the terms and conditions mentioned in this offer letter / service agreement will remain same including the monetary terms. However, discretion to change / add / delete / amend any of the term including monetary terms in such a scenario will exclusively vest with the Company.

Your Gross CTC (Cost to Company) and the related important terms have been detailed in the Annexure A to this letter.

Please note that this offer is subject to following conditions:

- a. You satisfactorily clear the background check as per the company policy.
- b. You do not have any contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- c. You do not have any health restrictions that might interfere with your ability to perform the inherent job requirements and job demands of the above-mentioned role.

You are requested to note the Important Terms:

1. Your employment will be governed by the rules, regulations & policies of the Company. All the benefits are as per the Company's policies, which are subject to change from time to time.

2. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with XL Dynamics.
3. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.
4. You will serve a probationary period of 6 months. On successful completion of the probation, your employment with the Company will stand confirmed subject to the terms and conditions as per Company policies.
5. Non-compliances with the below mentioned policies/ rules and regulations will result in disciplinary action which may include, depending on the circumstances, the termination of employment:
  - HR, IT, Compliance & Corporate Policies.
  - No leaves (planned or unplanned) during the first three months of probation period.
  - Meeting the performance standards as laid down by the Company during your entire tenure.

6. Notice Period

Notice period to end the service agreement:

- If the tenure of employment is less than or equal to 90 days, then the notice period is 1 day for either party.
- If the tenure of employment is between 90 days and completion of probationary period, then the notice period is 30 days for either party.
- On successful completion of probation, the notice period is 60 days for either party.

It is at the absolute discretion of the Company whether the period / part of notice shall run concurrently with the period of any leave, which may be due or may be granted to you. However, in case of your resignation, the Company reserves the right to relieve you immediately / earlier than the aforesaid notice period without payment of any balance notice period compensation.

The Company reserves the right to terminate your employment without notice or pay in lieu of notice in the case of:

- absence for a continuous period of two days without prior approval of your supervisor during probation.
- absconding from and abandonment service or responsibilities for a period of 2 days without prior notice or handover; even if you return to work after absconding.
- breach of terms & conditions contained in the Appointment Letter, Employee Confidentiality & Non-Disclosure Agreement.
- breach of the terms as stated in the HR Policy Handbook/ Company Policies and Procedures Manual.
- breach of Health and Safety policies.

- breach of Code of Conduct resulting in gross misconduct which includes but is not limited to dishonesty, fraud, breach of Company confidentiality, pilferage and theft, attending work under the influence of alcohol, drugs or other intoxicating substances, serious breach of health and safety or Company rules and policy, disobedience of reasonable orders from superiors, causing actual or threatening physical harm and causing damage to Company property and breach of security. Consumption of alcohol, drugs, narcotics, intoxicants or any banned substance while on a Company Project or in a Company provided accommodation is prohibited and ground for immediate dismissal.
- Found guilty of a crime by a court of competent jurisdiction, that would bring to question your character, integrity or your respect for the Law.
- misuse of Company Property or Resources. Examples include but are not limited to making reimbursement claims with false or unauthorized invoices, using the company internet for personal use, using company laptops or equipment for unauthorized uses such as trading in shares, etc.

An Experience letter will not be provided to employees who exit the Company during their probationary period or in the event of the termination of the service agreement for all cases mentioned above.

7. Defaults on any current financial obligations (loans, credit cards, etc.) would negatively affect the company's decision to employ you.
8. This agreement shall be governed by & construed in accordance with laws of India and the parties hereto submit to the exclusive jurisdiction of the courts of Mumbai.
9. Taxes will be deducted or levied as applicable on the amounts payable / receivable upon your separation from the organization.

**10. Return of Company Property**

On request by the Company or in the event of the termination of the service agreement by either party for whatsoever reason, you are to mandatorily, return to the Company, at your own cost, within 2 days, all the Company belongings / properties issued to you during your tenure with the Company, which includes cash/funds, Company credit / debit cards, your ID Card, access card, mobile/SIM, PCs, Laptops, keys, computer hard and software, all kinds of electronic storage devices including disks and all documentation in whatever form including notes and minutes of meetings, client lists, diaries and address books, computer printouts, plans, projections, together with all copies which are in your possession or under your control and all other item(s) issued to you but not mentioned here in above.

In case of Separation, the Full and Final Settlement will be done once the Company belongings / properties are returned back to the company.

The ownership of all such property and documents will at all times remain vested with the Company.

**11. IT Security and Data Integrity and Theft Policy**

You are strictly prohibited from:



1. Allowing household members to view the work being done at XL Dynamics.
2. Allowing household members to view confidential Borrower or Client information.
3. Sharing login details with household members or any person.
4. Allowing others to access and use any XL Dynamics Company Equipment.
5. Sharing client information with any third parties.
6. Leaving the PC unlocked when away from the system or on break.
7. Not taking sufficient precautions to ensure no one can peek into or eavesdrop on information being worked on by the employee through the window or other such viewpoints.
8. Tampering with the systems, attempting to disable security protocols, etc.
9. Any other acts of carelessness which exposes Confidential Information to misuse.
10. Taking / clicking picture / video of the data from the computer / laptop screen.

Any such breach of IT Policy , Data Integrity and Data Theft Policy would not only result in immediate Termination of the services with the Company, but also Penal and Criminal action(s) against the Employee under the Cyber Crime Prevention statutes in the Indian Penal Code, Information Technology Act (IT Act) and The Copyright Act.

#### **12. Refundable Security Deductions against Company Property**

A specific amount per month will be deducted from your CTC during the initial 12 months of your service with the Company as refundable security deductions towards the company property(ies) issued / will be issued to you. The amount so deducted will be interest free. This cumulative amount of such deductions will be paid to you at the time of your separation from the Company / return of such company belongings / properties to the Company, as the case may be, in good condition, at your own cost, as was/were issued to you. The cumulative refundable amount will be refunded to you as per the below details:

1. In case the company belongings / properties are returned to the company during the tenure of the employment then the applicable refundable amount will be paid in the next payable salary.
2. In case of Separation, the applicable refundable amount will be paid along with your full and final settlement.
3. In case of non-submission of the company belongings / properties, the cumulative refundable amount will not be refunded back.
4. In case of damage / loss to/of any of the Company belonging / property issued to you, the recovery of such damage / loss will be made good from such cumulative amount deducted from your CTC.

The decision of the Company will be final and binding on you for the amount to be forfeited from your ibid cumulative amount lying with the Company, in order to make good, the loss incurred by the Company towards damage / loss to its property / belonging issued to you. Please refer Point no. "I" of the Important Points under Annexure "A" of this letter for the applicable amount.

#### **13. Use of Company Equipment**

You are solely responsible for the safe keep and integrity of all the Company equipment issued to you or which you are / will be carrying along with you, as well as its safe (in as it is working & good condition) return once the company ask you to return or at the time of Separation, whichever is earlier. In case any of the Company property is damaged / lost during your tenure due to whatsoever reason, you hereby indemnify & agree to pay a flat

penalty / damage charges as per clause 12. You also indemnify, undertake & agree that the decision of the Company in this regard will be final & concluding and will be binding upon you.

**14. Training & Training recovery cost**

You will be required to undergo an initial training provided by the Company for its work. The duration of the training will be specified to you as per your domain / stream at the time of your joining and will be imparted to you during any of the shift (i.e. day / night / rotational) as per Company's need, irrespective of the shift you have been offered. You are required to complete the training within stipulated time frame or else the duration of the training may be extended further for 7 days or till the time you meet the qualifying criteria, whichever is earlier. You might have to attend the training session on weekend (i.e. Saturday / Sunday) to complete the training within timeliness, for which, you will be intimated by your trainer in advance. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

Since, the above training provided to you by the Company involves a substantial cost to the company, you are hence expected to serve employment of the company for at least a period of three months from the date of your appointment. In case you leave your employment with the Company within the aforesaid period of 3 months, you are required to reimburse the cost of training imparted to you which is quantified at Rs. 15,000/- (Fifteen Thousand Only).

Kindly note the terms of this offer letter shall remain confidential and are not to be disclosed to any third party. All queries and concerns about this offer letter should be addressed ONLY to [offers.india@xldynamics.com](mailto:offers.india@xldynamics.com)

Welcome to XL Dynamics. We wish you a long, rewarding and fulfilling career and look forward to your joining us. To confirm your acceptance of our offer, you need to sign, scan and return one copy of this offer letter by return email within 2 working days of receiving this offer letter.

Yours sincerely,



Dipika Pawar  
Authorised Signatory

I have read, understood and agree to the terms and conditions as set forth in this offer letter and Annexure A. I also understand that non adherence to the terms listed above may result in withdrawal of my offer letter with XL Dynamics with immediate effect.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Sweta Mohanty

## Annexure A

Candidate's Name	Sweta Mohanty
Position Offered	Associate Analyst
Shift	Night
Contract	NA
Joining Date	Nov 17, 2020

### Salary Details

Fixed Components	Monthly	Annual
Basic	15000	180000
HRA	6000	72000
Medical Reimbursement	0	0
Conveyance	0	0
COLA	1140	13680
<b>Variance Components (See notes)</b>		
Monthly Performance Incentive	3208	38496
Annual Bonus	1167	14004
<b>Medical Benefits (See notes)</b>		
Mediclaim	130	1560
<b>Retirements Benefits (See notes)</b>		
Provident Fund (Company Contribution)	1800	21600
Gratuity	722	8664
<b>Total CTC</b>	<b>29167</b>	<b>350004</b>

### Important Terms with respect to your CTC:

#### a. Shift Allowance:

1. An additional Shift Allowance of Rs. 1,00,000/- Per Annum is applicable for all employees who are working in a Night Shift.



2. An additional Shift Allowance of Rs. 50,000/- Per Annum is applicable for all employees who are working in a Mid Shift.
- b. Your monthly take home salary will consist of the components contained in the "Monthly Column" under "Fixed Components" of the Annexure, which includes Basic, HRA, Medical Reimbursement, Conveyance, COLA, and Shift Allowance (if applicable).
  - c. Monthly Performance Incentive will be applicable post completion of your training once you start working/ contributing on productive tasks for the company's objectives. This may vary every month based on your performance during the month.
  - d. Annual Bonus if applicable will be paid once in a year depending on many factors including but not limited to the Employee's Individual performance, Team performance, Company performance, Market conditions, KRAs and Company Policies and Strategies at the time of Annual Bonus disbursement.
  - e. Medical benefits will be applicable to you for self only from the day of your joining with XL Dynamics. This covers cashless hospitalization facility in case of listed hospitals or reimbursement of hospitalization expenses in case of non-listed hospitals. Accidental cover will also be provided to you for self from the date of your joining to the company.
  - f. "Provident Fund" (Company Contribution) and "Gratuity" components are paid by XL Dynamics to concerned Government authorities. Your eligibility and the pay outs of Provident Fund & Gratuity amounts will be determined in strict accordance with the provisions of "The Employees Provident Fund Act, 1952" & "The Payment of Gratuity Act, 1972" respectively, including but not limited to the minimum service periods set forth therein.
  - g. Deductions from your monthly salary would include, "Professional Tax", "Income Tax" and "Provident Fund" (Employee Contribution).
  - h. Your Gross Monthly Salary would be the total of "Fixed Components" + "Monthly Performance Incentive" as applicable.
  - i. Rs. 3500/- will be deducted from your monthly salary towards Interest free refundable security deposit against the company property/ies issued to you. This retained security deposit will be refunded to you as described in the clause No. 12 specified above in this letter.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name : Sweta Mohanty



Dedicated To Life

ZHL/ZD/HRSS/135519/23  
25-07-2023

Mr. Ramakanta Jena  
HQ - Bhubaneshwar  
Emp. Code -135519

Dear Mr. Jena,

Keeping in view your performance and zeal to work hard towards achievement of the corporate objectives, ABM has recommended to confirm you in the services.

We are pleased to inform you that, your service as Business Officer is confirmed with effect from 01-07-2023.

All other terms and conditions of your appointment letter remain unchanged.

Trust this good gesture of the Management will help you to perform in a more significant manner and you will continue to make concerted efforts for the development of the company and yourself.

With best wishes

For, **Zydus Discovery**  
(A Division of **Zydus Healthcare Ltd.**)

**MELWYN LEWIS**  
**GENERAL MANAGER-HR**

**Zydus Healthcare Limited**  
(A wholly owned subsidiary of Zydus Lifesciences Limited)  
Corp. Office : Zydus Tower, CTS No. 460/5,  
Village Pahadi, Off I. B. Patel Road,  
Goregaon (East),  
Mumbai 400063, India.  
Phone: 91-22-62721700

Regd. Office :  
Zydus Corporate Park, Scheme No. 63,  
Survey No. 536, Khoraj (Gandhinagar),  
Nr. Vaishnodevi Circle, S. G. Highway,  
Ahmedabad-382 481, Gujarat, India.  
Phone : +91-79-71800000, +91-79-48040000  
www.zydushealthcare.com | CIN : U51900GJ1983PLC079501





# मिटस जैव प्रौद्योगिकी संस्थान MITS SCHOOL OF BIOTECHNOLOGY

LIST OF STUDENTS PROGRESSED TO HIGHER EDUCATION

A.Y - 2020-21

SN	Name of Student	Program graduated from	Name of institution joined	Name of program admitted
1.	ABHINANDA MISHRA	B.Sc BT	REVA University , Bangalore	M.Sc Biotech
2.	BAIBHAB SINGH	BCA	GIET	MCA
3.	ELINA SUBHADRA NAYAK	M.Sc. Biotechnology	Siddhartha College of Education	B.Ed.
4.	JITENDRA K SAHOO	B.Sc BT	MITS School of Biotechnology, Bhubaneswar	M.Sc Applied Microbiology
5.	JYOTI KUMARI	BCA	Ushamartin University	MCA
6.	MANISHA MAHAPATRA	B.Sc BT	VIT , Vellore	M.Sc BioTech
7.	MONALI MALLICK	B.Sc. Biotechnology	Trident	M.Sc. In Biotechnology
8.	PRIYADARSANI BARIK	B.Sc. Biotechnology	Siksha O Anusandhan	M.Sc. In Biotechnology
9.	SABYASACHI PANDA	B.Sc. Biotechnology	Bharath Institute of Higher Education & Research	M.Sc. In Biotechnology
10.	SAMIKSHYARANI BEHERA	B.Sc. Biotechnology	ICMS Institute, Bhubaneswar	B.Ed.
11.	SASMITA PANIGRAHY	B.Sc. Biotechnology	GITAM University	M.Sc. MB
12.	SIPRA PRIYADARSHINI	B.Sc. Biotechnology	KIIT University	M.Sc. AMB
13.	SONALI PRIYADARSHINI	B.Sc BT	REVA University , Bangalore	M.Sc Biotech
14.	SOUMYA PRIYADARSINEE MOHANTY	M.Sc. Biotechnology	Utkal University	P.h.d. Dept of BT
15.	SOUMYA R SAHOO	B.Sc BT	KIIT University, Bhubaneswar	M.Sc Biotech
16.	TANISHA MOHANTA	B.Sc. Biotechnology	Central University of South Bihar	M.Sc. In Environmental Science
17.	UPASANA SAHU	B.Sc BT	REVA University , Bangalore	M.Sc Biotech

  
DIRECTOR  
MITS School of Biotechnology  
Bhubaneswar



**A.Y 2020-21**



 **GIET**  
BANATANGI



**BAIBHAB SINGH**  
MCA  
Regd. No. : 2205326017  
Mob. : 9937868330  
Blood Gp : A-



  
Principal

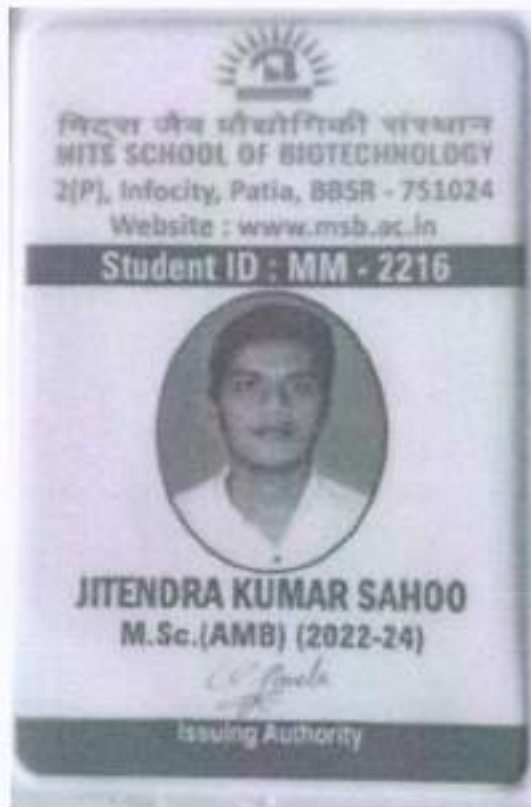
**Gandhi Institute for Education & Technology**  
NAAC Accredited A+ Grade Engineering College  
At - Banatangi, Po - Bampur, Dist - Khurda, Pin- 753068, Odisha  
Ph. : 9674 2912342 | WWW.GIET.EDU.IN

 **SIDDHARTHA**  
COLLEGE OF EDUCATION  
MUSUNURI MAWALLINGUDA WELLORET  
WELLORET



Name : Elina Subhadra Nayak  
Course : B.Ed.,  
Adm.No : 2021-081  
Academic Year : 2021-2023  
Subject : Biological sciences- English

  
Principal





 **VIT**  
Vellore Institute of Technology  
Vellore Campus  
**VELLORE CAMPUS**



**Manisha Mahapatra**  
**21MSB0078**  
**DAYSCHOLAR**

 **Trident Academy**  
of  
**Creative Technology**

**IDENTITY CARD**  
SESSION : 2022-2024



Name : **MONALI MALLICK**  
Course : **M Sc BT**  
Roll No. : **22MSCBT10**

F2-B1, Chandana Industrial Estate  
Bhubaneswar, Odisha - 751024  
Ph. : +91-674-0649003, 8849213

# SIKSHA 'O' ANUSANDHAN

(DEEMED TO BE UNIVERSITY)

So Accredited by NAAC with 'A++' Grade

BHUBANESWAR, ODISHA



## PROVISIONAL CERTIFICATE

**PRIYADARSANI BARIK**

Registration No: 2161621051

of

**SCHOOL OF PHARMACEUTICAL SCIENCES**

**(FACULTY OF PHARMACEUTICAL SCIENCES)**

has successfully completed all the prescribed requirements for  
the award of degree

of

**Master of Science (Biotechnology)**

in the year 2023



28 JUL, 2023

Date: \_\_\_\_\_

  
CONTROLLER OF EXAMINATIONS



Name & Roll No		
[Redacted]		
Roll Number	VE20231080	
Student Name	SABYASACHI PANDA	
Father Name	SANJAY KUMAR PANDA	
COURSE	BSc BIOTECHNOLOGY REGULAR EXAMINATION JULY 2023	
Subject Code		
	Subject Code	Marks Obtained
	002210	80%
	002211	80%
	002212	82%
	002213	85%
	002214	80%
	PRACTICAL	100%
Remark 1	Last Date to Apply for Admission Date - 31/10/2023. To Submission of P.S. for Online Fee 04/11/2023	
Remark 2	Registration Fee for Each Paper - Rs. 1000/- (Rupees one thousand only) of each paper	
Remark 3	Student Name/roll no. must be written on all S.O.S. if any correction (change) in the name/roll no.	
<p>By the Institute: [Redacted]</p> <p>By the Student: [Redacted]</p>		



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT



**GITAM**

(Deemed to be University)

ESTD ON 13/09/1982 (2002-03)

PC-0002016



## PROVISIONAL CERTIFICATE

### Master of Science

Regd. No. : VP21MST010015  
Name of the Candidate : Saamita Panigrahy  
Branch / Specialization : Microbiology  
School : Science

This is to certify that Mr./Ms. Saamita Panigrahy son / daughter of Mrs. Himani Bhawan Panigrahy bearing registration number VP21MST010015 passed Master of Science degree of this University and he / she has satisfied all the requirements for the award of the Degree of the GITAM (Deemed to be University).

Month & Year of Pass	CGPA	Class
April, 2023	8.29	First Class with Distinction


Prepared by:

Verified by:

Vinod Kumar

Date: 23-05-2023

Controller of Examinations

 **KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY**  
Deemed to be University  
It is approved UPEU of UGC Act, 1956  
Bhubaneswar, Odisha, India

**IDENTITY CARD**  
School of Biotechnology



**SIPRA PRIYADARSHINI**  
Course : M.Sc.  
Subject : App. Microbiology  
Roll No : 2162033  
Student No : 1000138429

Dean

 **BEZA UNIVERSITY**



SRN  
R2162033  
VALIDITY  
2021  
TO  
2023

**SONALI PRIYADARSHINI**  
M.Sc. in Bio-Technology



P.G. DEPARTMENT OF BIOTECHNOLOGY

(Supported by the DDT, Govt. of India and DST PURSE Sponsored)


UTKAL UNIVERSITY, VANI VIHAR, BHUBANESWAR-751 004, ODISHA

**Prof. J. Dandapat, Ph.D**  
Head of the Department

**To whom it may Concern:**

Dated: 15.07.2023

This is to certify that Ms. Soumya Priyadarsinee Mohanty is a bonafide Ph.D. Course Work student in the subject Biotechnology for the Academic Session 2022-2023 of P.G. Department of Biotechnology, Utkal University, Vani Vihar, Bhubaneswar. She has taken admission in to Ph.D. Course Work in the subject Biotechnology on 10.01.2023. Her Class Roll Number is 22 Biotech (Ph.D.) 15.



Head of the Department

Head

P. G. Dept. of Biotechnology  
Utkal University, Vani Vihar,  
Bhubaneswar-751004



