

## PLACEMENT CELL ANNUAL REPORT

A.Y - 2022-23

SN	Name of student	Department	Company Name	Package (In INR per annum)
1	BIBHU PRASAD MOHAPATRA	BCA	Accenture	3.40 Lacs PA
2	AMISHA SAHU	B.Sc.	British Telecom	2.60 Lacs PA
3	ANKITA PATRA	BCA	British Telecom	2.60 Lacs PA
4	ARCHANA KUMARI	B.Sc.	British Telecom	2.60 Lacs PA
5	ASUTOSH MOHARANA	B.Sc.	British Telecom	2.60 Lacs PA
6	BADAL SINGH	BCA	British Telecom	2.60 Lacs PA
7	BINAYA KUMAR BHUYAN	BCA	British Telecom	2.60 Lacs PA
8	NAMRADIPA JENA	B.Sc.	British Telecom	2.60 Lacs PA
9	NIBEDITA NANDY	B.Sc.	British Telecom	2.60 Lacs PA
10	NIRUPAMA SWAIN	BCA	British Telecom	2.60 Lacs PA
11	PRATISHRUTI PRADHAN	B.Sc.	British Telecom	2.60 Lacs PA
12	PREETIMAYEE JENA	M.Sc. Biotechnology	British Telecom	2.60 Lacs PA
13	RANI GOCHHAYAT	B.Sc.	British Telecom	2.60 Lacs PA
14	SHRUTILIPI DAS	B.Sc.	British Telecom	2.60 Lacs PA
15	SUBRAT KUMAR SAHOO	BCA	British Telecom	2.60 Lacs PA
16	SUSMITA GHOSH	B.Sc.	British Telecom	2.60 Lacs PA
17	TANMESHA PANDA	B.Sc.	British Telecom	2.60 Lacs PA
18	LIPSA SAMAL	M.Sc. Applied Microbiology	CIPLA	3.00 Lacs PA
19	SATYAPRIYA SAHOO	M.Sc. Applied Microbiology	CIPLA	3.00 Lacs PA
20	ADITYA NARAYAN SAHOO	B.Sc.	Concentrix	2.00 Lacs PA
21	ALOK KUMAR BEHERA	B.Sc.	Concentrix	2.00 Lacs PA
22	ANJANEYA SAMANTARAY	B.Sc.	Concentrix	2.00 Lacs PA

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23	ARGHYARUPA TRIPATHY	M.Sc. Applied Microbiology	Concentrix	2.00 Lacs PA
24	JAGANNATH ACHARYA	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
25	KADAMBINI RATH	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
26	KAJAL KIRAN SAHOO	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
27	KRISHNA SAHOO	B.Sc.	Concentrix	2.00 Lacs PA
28	LALITA SWAIN	B.Sc.	Concentrix	2.00 Lacs PA
29	LIPSA RANI PRADHAN	B.Sc.	Concentrix	2.00 Lacs PA
30	MONALISA SAMANTARAY	BCA	Concentrix	2.00 Lacs PA
31	PRADYUMNA DAS	B.Sc.	Concentrix	2.00 Lacs PA
32	PRIYANKA PRUSTY	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
33	RAJLAXMI DILIP ROUT	B.Sc.	Concentrix	2.00 Lacs PA
34	RITUPARNA KHADIA	B.Sc.	Concentrix	2.00 Lacs PA
35	SAMIKSHYA PRIYADARSHINI SAMAL	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
36	SHWETA DAS	B.Sc.	Concentrix	2.00 Lacs PA
37	SHWETA PRAVA DHAL	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
38	SNIGDHA RANI DAS	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
39	SOUMYA RANJAN SWAIN	B.Sc.	Concentrix	2.00 Lacs PA
40	SUBHASHREE MOHAPATRA	B.Sc.	Concentrix	2.00 Lacs PA
41	SUMIT MONDAL	B.Sc.	Concentrix	2.00 Lacs PA
42	SWAYAM PRAGNYA MISHRA	M.Sc. Biotechnology	Concentrix	2.00 Lacs PA
43	TEHRIM SIDDIQA	BCA	Concentrix	2.00 Lacs PA
44	SUBHADRA MOHANTY	B.Sc.	ESSPL	3.00 Lacs PA
45	SUNIL KUMAR SWAIN	BCA	ESSPL	3.00 Lacs PA
46	TANAVI SINGH	B.Sc.	ESSPL	3.00 Lacs PA
47	AISWARYA SAHOO	B.Sc.	Hexaware	3.00 Lacs PA
48	ASHISH KUMAR SAHOO	BCA	Hexaware	3.00 Lacs PA
49	DIBYANSHU KANUNGO	B.Sc.	Hexaware	3.00 Lacs PA
50	MARMASPARSHI DAS	B.Sc.	Hexaware	3.00 Lacs PA
51	PRITY SAMAL	B.Sc.	Hexaware	3.00 Lacs PA

52	SUSHREE NOOPUR SAHOO	B.Sc.	Hexaware	3.00 Lacs PA
53	ABHIJIT MOHAPATRA	M.Sc. Biotechnology	Integrated Resources Inc.	3.74 Lacs PA
54	AKANKSHYA DASH	M.Sc. Applied Microbiology	Integrated Resources Inc.	3.74 Lacs PA
55	AKASH KUMAR CHOUDHARI	BCA	Integrated Resources Inc.	3.74 Lacs PA
56	ALISHA SAHOO	M.Sc. Biotechnology	Integrated Resources Inc.	3.74 Lacs PA
57	NIRLIPTA JENA	BCA	Integrated Resources Inc.	3.74 Lacs PA
58	PRAGATI BHAKAT	BCA	Integrated Resources Inc.	3.74 Lacs PA
59	PRIYANKA PRIYADARSHINI	M.Sc. Applied Microbiology	Integrated Resources Inc.	3.74 Lacs PA
60	PURNOPAMA ROY	M.Sc. Biotechnology	Integrated Resources Inc.	3.74 Lacs PA
61	RAHUL KUMAR DAS	BCA	Integrated Resources Inc.	3.74 Lacs PA
62	SHRUTI SUCHARITA PRADHAN	M.Sc. Applied Microbiology	Integrated Resources Inc.	3.74 Lacs PA
63	SWETA SWAIN	M.Sc. Applied Microbiology	Integrated Resources Inc.	3.74 Lacs PA
64	TANMAYEE MOHANTA	M.Sc. Biotechnology	Integrated Resources Inc.	3.74 Lacs PA
65	ANUSKA ANURITA MOHARANA	BCA	LTI Mindtree	3.14 Lacs PA
66	DIKSHA CHOUDHARY	BCA	LTI Mindtree	3.14 Lacs PA
67	MAHESH SAHOO	BCA	LTI Mindtree	3.14 Lacs PA
68	MONALISHA SAHOO	BCA	LTI Mindtree	3.14 Lacs PA
69	SUBHASMITA DASH	BCA	LTI Mindtree	3.14 Lacs PA
70	SUCHISMITA DASH	BCA	LTI Mindtree	3.14 Lacs PA
71	BISMAYA KUMAR DASH	M.Sc. Applied Microbiology	OG Healthcare	4.80 Lacas PA
72	CHITRANKA PRIYADARSHINI PRADHAN	M.Sc. Biotechnology	OG Healthcare	4.80 Lacas PA
73	PARIDHI AGRAWAL	B.Sc.	OG Healthcare	4.80 Lacas PA
74	SASWOT SUBHANKAR	M.Sc. Biotechnology	OG Healthcare	4.80 Lacas PA
75	SOURAV SUBHADARSHY	M.Sc. Biotechnology	OG Healthcare	4.80 Lacas PA
76	TAPASWINI PRADHAN	B.Sc.	OG Healthcare	4.80 Lacas PA
77	IPSITA PANI	M.Sc. Applied Microbiology	OG Healthcare	4.80 Lacas PA
78	AMISHA BISWAL	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA

79	AMISHA NAYAK	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
80	ARPITA MISHRA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
81	BISWAJIT PRADHAN	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
82	HARAPRIYA SAHOO	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
83	JANHAVI TAJAN	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
84	JHANSIRANI PATRA	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
85	KAPI SRIRAM HIMANSU SEKHAR SAHU	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
86	LIPSHA RAY	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
87	NABANITA SINGH	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
88	NEHA SINHA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
89	NIKIPRITAM SAHOO	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
90	PADMAJA SAHOO	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
91	PRABIN KUMAR DASH	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
92	PRADYUMNA KUMAR SAHOO	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
93	PRITILIMA MISHRA	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
94	PRIYANKA PRIYADARSHINEE PARIDA	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
95	PRIYANKA PRIYADARSHINI SWAIN	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
96	PUJA PRUSTY	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
97	PUSPANJALI NAYAK	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
98	RAJALAXMI DASH	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
99	SAMUKARANI SWAIN	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
100	SK ABARAR HUSSAIN	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA

101	SMARANIKA RATH	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
102	SOMAPIKA BEHERA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
103	SOMYA RANJAN PAIKARAY	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
104	SOMYASASWATI BETAL	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
105	SONALIKA MOHAPATRA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
106	SOUMYASHREE JENA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
107	SUCHISMITA CHAINY	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
108	SUSHREE SANGEETA SWAIN	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
109	SWAYAM PRABHA RAUTARAY	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
110	SWETLINA SAHOO	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
111	SWORUPA SWAIN	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
112	TANUSHREE PRADHAN	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
113	TASHMIM AFTAB	M.Sc. Biotechnology	OMICS International, Hyderabad	2.94 Lacs PA
114	ABHIJIT PADHI	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
115	ADITYA JENA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
116	ANKITA PRIYADARSHINI	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
117	DEBIPRASAD BEHERA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
118	KIKI DEBASRITA JENA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
119	PRITIREKHA ACHARYA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
120	RUTUPARNA SHARMA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
121	SIPRA JENA	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
122	SOUMYA SONALI	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA
123	SUCHISMITA SAHOO	M.Sc. Applied Microbiology	OMICS International, Hyderabad	2.94 Lacs PA

124	AVINAB MAHARANA	M.Sc. Applied Microbiology	Promea Therapeutics Pvt Ltd	2.20 Lacs PA
125	JAGAT YADAV	B.Sc.	Promea Therapeutics Pvt Ltd	2.20 Lacs PA
126	SRIMAN BRAJESWAR KHUNTIA	B.Sc.	Promea Therapeutics Pvt Ltd	2.20 Lacs PA
127	SUSIL BARAL	B.Sc.	Promea Therapeutics Pvt Ltd	2.20 Lacs PA
128	ANWESHA MISHRA	M.Sc. Applied Microbiology	SciTech Series	2.60 Lacs PA
129	BIJAYA LAXMI PRADHAN	M.Sc. Biotechnology	SciTech Series	2.60 Lacs PA
130	BISALAKHI AGASTY	M.Sc. Biotechnology	SciTech Series	2.60 Lacs PA
131	BISWAJIT PADHY	M.Sc. Biotechnology	SciTech Series	2.60 Lacs PA
132	PREETI PALLAVI MUDULI	M.Sc. Biotechnology	SciTech Series	2.60 Lacs PA
133	SAMEEKSHA JENA	M.Sc. Biotechnology	SciTech Series	2.60 Lacs PA
134	SUSHREE SAMIKSHYA DAS	M.Sc. Biotechnology	SciTech Series	2.60 Lacs PA
135	TEJASWINI MOHAPATRA	M.Sc. Biotechnology	SciTech Series	2.60 Lacs PA
136	PINALI MOHAPATRA	M.Sc. Biotechnology	Stignite	2.16 Lacs PA
137	SANKET BISWAL	M.Sc. Biotechnology	Stignite	2.16 Lacs PA
138	SATARUPA ROUSTRAYA	M.Sc. Biotechnology	Stignite	2.16 Lacs PA
139	SIDHANTA SWAIN	BCA	TCS	1.92 Lacs PA
140	AISHWARYA DAS	BCA	Wipro Technologies	2.55 Lacs PA
141	AMAN KUNJILWAR	BCA	Wipro Technologies	2.55 Lacs PA
142	ANANYA ROUSTRAY	BCA	Wipro Technologies	2.55 Lacs PA
143	ANKIT RAJ SAHU	BCA	Wipro Technologies	2.55 Lacs PA
144	ASHUTOSH PARIDA	BCA	Wipro Technologies	2.55 Lacs PA
145	AUROSARAN MOHAPATRA	BCA	Wipro Technologies	2.55 Lacs PA
146	AYUSH MALLICK	BCA	Wipro Technologies	2.55 Lacs PA
147	B D CHANDRASEKHAR MOHANTA	BCA	Wipro Technologies	2.55 Lacs PA
148	BIBHU PRASAD MOHAPATRA	BCA	Wipro Technologies	2.55 Lacs PA
149	HRUSHIKESH BEHERA	BCA	Wipro Technologies	2.55 Lacs PA

150	MADHU MALA GHOSH	BCA	Wipro Technologies	2.55 Lacs PA
151	NIKHIL PRADHAN	BCA	Wipro Technologies	2.55 Lacs PA
152	PALLAVI PRIYADARSHINI MAHALA	BCA	Wipro Technologies	2.55 Lacs PA
153	PRABHAKAR CHOUDHURY	BCA	Wipro Technologies	2.55 Lacs PA
154	PRANAYA KUMAR SWAIN	BCA	Wipro Technologies	2.55 Lacs PA
155	PRASANTA SATAPATHY	BCA	Wipro Technologies	2.55 Lacs PA
156	PRATISH KUMAR SAHOO	BCA	Wipro Technologies	2.55 Lacs PA
157	PREETISMITA SWAIN	BCA	Wipro Technologies	2.55 Lacs PA
158	PRIYANKA PRIYADARSHINI MISHRA	BCA	Wipro Technologies	2.55 Lacs PA
159	RAJESH KUMAR BEHERA	BCA	Wipro Technologies	2.55 Lacs PA
160	RUDRA PRASAD ROUSTRAY	BCA	Wipro Technologies	2.55 Lacs PA
161	SAMBIT KUMAR PARIDA	BCA	Wipro Technologies	2.55 Lacs PA
162	SOHAN DASH	BCA	Wipro Technologies	2.55 Lacs PA
163	SUBHAM KUMAR PADHI	BCA	Wipro Technologies	2.55 Lacs PA
164	SUBHASIS BARADA	BCA	Wipro Technologies	2.55 Lacs PA
165	SUMIT OJHA	BCA	Wipro Technologies	2.55 Lacs PA
166	SUVENDU DAS	BCA	Wipro Technologies	2.55 Lacs PA
167	POOJA PRIYADARSINI BEHERA	B.Sc.	Postal, Govt Job	2.40 Lacs PA
168	MONALISA BEHERA	B.Sc.	Tech Mahindra	1.75 Lacs PA
169	DEBASMITA SWAIN	B.Sc.	CIEL	
170	PRIYANKA DAS	M.Sc. Applied Microbiology	Viajaya Diagnostic Center	1.68 Lacs PA
171	MANASWINI DAS	B.Sc.	Byju's	4.00 Lacs PA

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

  
**DIRECTOR**  
 Director  
 MITS School of Biotechnology  
 Bhubaneswar

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 08/14/2023

**Bibhu Prasad Mohapatra**

C12180861

At/Po- Hatasahi, Sarakantara, Dumduma, Bhubaneswar

7978274889

Dear **Bibhu Prasad Mohapatra**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

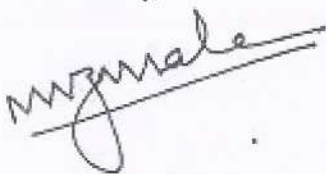
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Bibhu Prasad Mohapatra

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Bibhu Prasad Mohapatra

26/09/2023

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,00,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	25,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	3,25,500/-
<b>(C)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 5,000/-
Notional Insurance Premium paid by Company	INR 13,700/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C)</b>	<b>INR 344200/-</b>

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

<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### **(B) Individual Performance Bonus (IPB)**

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time

and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for

coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(D) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

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

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates

regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Bibhu Prasad Mohapatra

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Bibhu Prasad Mohapatra

#### ANNEXURE IV - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

*Bibhu Prasad Mohapatra*

**Bibhu Prasad Mohapatra**

Date: *26/09/2023*

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its



affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

Fwd: BT Provisional Offer (India) - Amisha Sahu

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:36 PM  
Subject: BT Provisional Offer (India) - Amisha Sahu  
To: Amisha Sahu<sahuamisha1@gmail.com>

~~~~~ Important: Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Amisha,

PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

The Pre-Employment Conditions

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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

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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments



Frequently Asked Questions\_V4.pdf

248K



Photo for ID card.pdf

101K



Pan India Transport Service and No Service Zone V3.xlsx

87K



Annexure 1.pdf

108K

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**Fwd: BT Provisional Offer (India) - Ankita Patra**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:38 PM  
Subject: BT Provisional Offer (India) - Ankita Patra  
To: Ankita Patra <ankitapatra473@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Ankita,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

**The Pre-Employment Conditions**

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, please contact the Transport team and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #bf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

 **Frequently Asked Questions\_V4.pdf**  
248K

 **Photo for ID card.pdf**  
101K

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

 **Annexure 1.pdf**  
108K

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

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:56 PM  
Subject: BT Provisional Offer (India) - Archana Kumari  
To: Archana Kumari <yadavarchana1424@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Archana,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

**The Pre-Employment Conditions**

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT





I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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

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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

-  **Frequently Asked Questions\_V4.pdf**  
248K
-  **Photo for ID card.pdf**  
101K
-  **Pan India Transport Service and No Service Zone V3.xlsx**  
87K
-  **Annexure 1.pdf**  
108K

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**Fwd: BT Provisional Offer (India) - Asutosh Moharana**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:36 PM  
Subject: BT Provisional Offer (India) - Asutosh Moharana  
To: Asutosh Moharana <asu.moharana2002@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Asutosh,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

**The Pre-Employment Conditions**

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.


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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #bf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

 **Frequently Asked Questions\_V4.pdf**  
248K

 **Photo for ID card.pdf**  
101K

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

 **Annexure 1.pdf**  
108K

## Fwd: BT Provisional Offer (India) - Badal Singh

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 11:36 AM  
Subject: BT Provisional Offer (India) - Badal Singh  
To: Badal Singh <badalrajput8763@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Badal,

### PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

#### Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

#### The Pre-Employment Conditions

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

A. Confirmation that you are able to join BT on 14th July,2023.

B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)

iii. Criminal record check

iv. Satisfactory references being provided by your previous employers

v. Educational qualifications check



commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #bf11f292a4d7abd8c9a3cac24171b74\$

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87K

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108K



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**Fwd: BT Provisional Offer (India) - Binaya Kumar Bhuyan**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 11:45 AM  
Subject: BT Provisional Offer (India) - Binaya Kumar Bhuyan  
To: Binaya Kumar Bhuyan <binayabhuyan123456@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Binay,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have accepted the offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

**The Pre-Employment Conditions**

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.


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

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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

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248K

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101K

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

 **Annexure 1.pdf**  
108K

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**Fwd: BT Provisional Offer (India) - Namradipa Jena**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:48 PM  
Subject: BT Provisional Offer (India) - Namradipa Jena  
To: Namradipa Jena <namradipajena@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Namradipa,

#### PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

#### Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

#### The Pre-Employment Conditions

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, including but not limited to the following:
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  - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager     and await their confirmation prior to commencing work and work commute.

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Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

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

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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

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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments



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Pan India Transport Service and No Service Zone V3.xlsx

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Annexure 1.pdf

108K

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**Fwd: BT Provisional Offer (India) - Nibedita Nandy**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>

Date: Wed, 24 May 2023 at 11:55 AM

Subject: BT Provisional Offer (India) - Nibedita Nandy

To: Nibedita Nandy <nibeditanandy7@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Nibedita,

#### PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

#### Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

#### The Pre-Employment Conditions

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after



commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

 **Frequently Asked Questions\_V4.pdf**  
248K

 **Photo for ID card.pdf**  
101K

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

 **Annexure 1.pdf**  
108K

## Fwd: BT Provisional Offer (India) - Nirupama Swain

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 11:55 AM  
Subject: BT Provisional Offer (India) - Nirupama Swain  
To: Nirupama Swain <rituswain2020@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Nirupama,

### PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

#### Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

#### The Pre-Employment Conditions

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.


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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

 **Frequently Asked Questions\_V4.pdf**  
248K

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

 **Annexure 1.pdf**  
108K

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

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:05 PM  
Subject: BT Provisional Offer (India) - Pratishruti Pradhan  
To: Pratishruti Pradhan <srutipradhan321@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Pratishruti,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms. If you accept this offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

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  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

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- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
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commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

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#### Questions

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We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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

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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

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87K
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108K

**Fwd: BT Provisional Offer (India) - Preetimayee Jena**

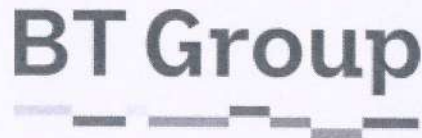
1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:07 PM  
Subject: BT Provisional Offer (India) - Preetimayee Jena  
To: Preetimayee Jena <jenapreetimayee10@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Preetimayee,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

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C. Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

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J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
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commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at diptashree.mondal@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 work with BT then please contact diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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

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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #bf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments



Frequently Asked Questions\_V4.pdf

248K



Photo for ID card.pdf

101K



Pan India Transport Service and No Service Zone V3.xlsx

87K



Annexure 1.pdf

108K

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**Fwd: BT Provisional Offer (India) - Rani Gochhayat**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>

Date: Wed, 24 May 2023 at 12:12 PM

Subject: BT Provisional Offer (India) - Rani Gochhayat

To: Rani Gochhayat <ranigochhayat15@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Rani,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

**The Pre-Employment Conditions**

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager     and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT

I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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

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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments



Frequently Asked Questions\_V4.pdf  
248K



Photo for ID card.pdf  
101K



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



Annexure 1.pdf  
108K

**Fwd: BT Provisional Offer (India) - Shrutilipi Das**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:12 PM  
Subject: BT Provisional Offer (India) - Shrutilipi Das  
To: Shrutilipi Das <dshrutilipi@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Shrutilipi,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have confirmed that you wish to accept this offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

**The Pre-Employment Conditions**

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. Educational qualifications check



commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 work with BT then please contact [diptashree.mondal@bt.com](mailto:diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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


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


Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

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87K

 **Annexure 1.pdf**  
108K



Fwd: BT Provisional Offer (India) - Subrat Kumar Sahoo

1 message

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

From: DIPTASHREE MONDAL <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:13 PM  
Subject: BT Provisional Offer (India) - Subrat Kumar Sahoo  
To: Subrat Kumar Sahoo <subratsahoo639@gmail.com>

~~~~~ Important: Please add your response above this line ~~~~~  
For successful processing of your response, do not delete the CorrespondenceCode and other content in this email.



Dear Subrat,

PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment term                          offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

The Pre-Employment Conditions

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after

commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at diptashree.mondal@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 work with BT then please contact diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

 **Frequently Asked Questions\_V4.pdf**  
248K

 **Photo for ID card.pdf**  
101K

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

 **Annexure 1.pdf**  
108K

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**Fwd: BT Provisional Offer (India) - Susmita Ghosh**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:24 PM  
Subject: BT Provisional Offer (India) - Susmita Ghosh  
To: Susmita Ghosh <susmitaghosh152002@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Susmita,

#### PROVISIONAL OFFER OF EMPLOYMENT

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

#### Full Terms

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

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  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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If you are based out of Gurugram or Kolkata, and your annual FTE is -

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- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move residence to a No Service Zone which lies beyond the serviceable limit, you must let your line manager know and await their confirmation prior to commencing work and work commute.

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Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

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

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #fbf11f292a4d7abd8c9a3cac24171b74\$

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

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108K

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**Fwd: BT Provisional Offer (India) - Tanmesha Panda**

1 message

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

From: **DIPTASHREE MONDAL** <system@successfactors.eu>  
Date: Wed, 24 May 2023 at 12:24 PM  
Subject: BT Provisional Offer (India) - Tanmesha Panda  
To: Susmita Ghosh <tanmeshapanda0000@gmail.com>

~~~~~ **Important:** Please add your response above this line ~~~~~

For successful processing of your response, do not delete the *CorrespondenceCode* and other content in this email.



Dear Tanmesha,

**PROVISIONAL OFFER OF EMPLOYMENT**

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Customer Service Support Advisor at Career Level F with BT (PROD) (Company/ BT) based out of Kolkata. Please read the offer and its attachments carefully, as they contain information about your employment and the steps you need to take to accept this offer. The key terms of this provisional offer are attached as Annexure 1.

**Full Terms**

This provisional offer is conditional on you meeting the Pre-Employment Conditions set out below, and signing a full set of employment terms and conditions with us. Once you have confirmed that you accept this offer, we will share with you two hard copies of the employment contract containing the full terms and conditions of your employment for your acknowledgment and signatures.

**The Pre-Employment Conditions**

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

- A. Confirmation that you are able to join BT on 14th July,2023.
- B. Satisfactory completion of the Pre-Employment Background Checks as may be required for your role by BT or a BT customer, 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: 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 employment)
  - iii. Criminal record check
  - iv. Satisfactory references being provided by your previous employers
  - v. 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 whether imposed by any government authority, or a current or former employer).

D. 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 adversely impacted our decision to extend this provisional offer.

E. 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.

F. 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.

G. 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 the proper performance of your duties and to meet business operational requirements.

H. 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 attachment "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.

I. Confirmation that if you are allowed to commence employment pending any such information / documentation (as requested in relation to considering your candidature/employment), then you must share the same within one (1) month of commencement of your employment.

J. Confirmation that you have no concerns and willingly consent to complying with these conditions.

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 employment 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.

#### Transport Service

You have the opportunity to avail our transport services, if applicable to your work location and in accordance with the BT Transport Policy (the Policy). The Policy amongst other things also sets out the transport deduction made applicable on the basis of FTE slabs and work location. Accordingly, please note that:

If you are based out of Gurugram or Kolkata, and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 4500 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 6000 per month, subject to applicable law.

If you are based out of Bengaluru and your annual FTE is -

- below INR 10 Lakhs – you will receive 100% subsidy on transport;
- between INR 10 Lakhs and 15 Lakhs – you agree to incur salary deduction of INR 1000 per month subject to applicable law;
- above INR 15 Lakhs – you agree to incur salary deduction of INR 2000 per month, subject to applicable law.

BT provides free and secure transport to its women employees working at Night. This transport is provided to women residing in Service Zones or in No Service Zones that lie within the serviceable limit specified under the Transport Policy i.e 44 kms from BT's NCR and Kolkata offices and 35 kms from the Bengaluru offices. If you live in or intend to move to a Service Zone, please contact the Transport Team at [transport@bt.com](mailto:transport@bt.com) and await their confirmation prior to commencing work and work commute.

Night means between 7 PM to 7 AM. These timings are subject to change from time to time.

Please note that your employment is conditional on your residing in a Service Zone during your time at BT. This is because BT will be unable to comply with its legal obligations in relation to provision of transport during Night as Transport Service cannot be extended to such individuals that reside (temporarily/permanently) in a No Service Zone. Accordingly, if you move residence to a No Service zone, for any reason whatsoever, either prior to or after



commencement of your employment, BT will be constrained to withdraw this provisional offer of employment and if your employment has commenced then BT will terminate the employment relationship with you.

Please note that the Policy is subject to review and based on our operational requirements it may be revised from time to time. This also means that we may withdraw / suspend transport services at any point in time.

#### Acceptance

We hope that you will accept this provisional offer of employment. If so, please communicate your acceptance by signing the attachment "Provisional Offer of Employment – Acceptance\_V1", along with the necessary information mentioned above, to DIPTASHREE MONDAL at diptashree.mondal@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 work with BT then please contact diptashree.mondal@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 employment with BT.

#### Questions

If having read this provisional offer of employment you have any questions then please feel free to reach out to DIPTASHREE MONDAL.

We look forward to hearing from you.

Ritesh Agarwal

Senior Manager - Talent Acquisition

For and on behalf of the BT (PROD)

#### ACCEPTANCE OF PROVISIONAL OFFER OF EMPLOYMENT


I, \_\_\_\_\_, s/o/d/o \_\_\_\_\_, residing at \_\_\_\_\_ accept the provisional offer of employment with BT (PROD) under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

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


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

Note: Do not attach files when replying to this email.  
Please do not include any sensitive information in this email.  
CorrespondenceCode #bf11f292a4d7abd8c9a3cac24171b74\$

#### 4 attachments

 **Frequently Asked Questions\_V4.pdf**  
248K

 **Photo for ID card.pdf**  
101K

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

 **Annexure 1.pdf**  
108K



## Offer Letter

Date : Thursday, August 24, 2023

Dear Manaswini 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 - Core Collections** 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 **Wednesday, August 30, 2023**. 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 **Wednesday, August 30, 2023**, 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 - Core Collections   |
| Department      | Digital Finance  |
| Employment Type | TLPL - Regular   |
| Work Location   | Prestige Tech Park, Venus Tower, Block-2C, Kadubeesanahalli Village, Varthur, Hobli, Bangalore East Taluk, Bengaluru - 560087. |

Fixed Compensation: ₹ 400000

Variable Compensation: ₹ 0

Total Annual Cost to Company : ₹ 400000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Wednesday, August 30, 2023, 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,



Annexure - A

| Compensation Details  |                              |
|---|------------------------------|
| Name  | Manaswini Das                |
| Designation   | Associate - Core Collections |
| Date Of Joining   | Wednesday, August 30, 2023   |
| Annual Cost To Company(CTC)                                   | ₹ 400000                     |
| Fixed Compensation  | ₹ 400000                     |
| Variable Compensation   | ₹ 0                          |
| Earnings  |                              |
| Component Category  | Annual                       |
| Basic Pay   | ₹200,000.00                  |
| House Rent Allowance  | ₹100,000.00                  |
| PF (Employer Part)***   | ₹21,600.00                   |
| Leave Travel Allowance  | ₹61,600.00                   |
| Adhoc Allowances*   | ₹0.00                        |
| ESIC Employer Contribution                                    | ₹0.00                        |
| Statutory Bonus   | ₹16,800.00                   |
| Annual Earnings (Fixed CTC - Company PF & ESIC Contribution ) | ₹378,400.00                  |
| 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)**                         | ₹356,800.00                  |

\*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 1800/- 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 payout. More details will be mentioned on the appointment letter which shall be shared upon joining.

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, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance/ESIC (as applicable)
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- 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 1 Month 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.

11. **Anti-disparagement:** During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, Employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

#### 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

**APPOINTMENT LETTER**

Dear **DEBASMITA SWAIN**,

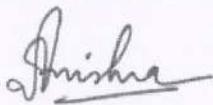
We are pleased to offer you employment in our organization as **DOCUMENTATION ASSISTANT**, on the following terms and conditions:

1. Your date of joining will be **17 Jul 2023** unless and until it is specifically ended in writing..
2. During the period of your employment, your services could be deputed at the sole discretion of the Management to any of our client's company to do work pertaining to or incidental to the clients business
3. Details of your salary break up with components are as per the enclosure.
4. Apart from the above any other expenses including travel expenses incurred by you in connection with its obligations under this engagement, with the prior approval of our client, shall be reimbursed by CIEL at actuals subject to the submission of appropriate bills, receipts and supporting documents related to such expenses.
5. You will be covered under a Group Accident Insurance Scheme to the extent of Rs.0 and medical insurance up to Rs.0 per annum. This policy will come into effect after 30 days of joining the company.
6. You will be eligible for one day leave per month as per the company policy, during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during your employment,
8. The employment shall be terminable by either party giving 30 days notice in writing or salary in lieu of notice, to the other. In the event of the project/work for which you are being employed comes to an end, the organization may re-deploy you to other projects subject to you clearing the pre-requisites.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the CIEL HR family. As a new entrant, we would like you to whole-heartedly contribute to this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return it to us. With warm regards,

Yours truly,  
For CIEL HR Services Pvt Ltd.



**Aditya Narayan Mishra**  
CEO

I hereby accept the above-mentioned terms and conditions

**Signature:**

**Date:**

DATE: 08/09/2023

OFFER ID: 78405-383377-397765

## Offer Letter

Mr. Satyapriya sahuo  
Narasinghpur  
Dharmasala, Odisha  
Bhubaneswar - 755008  
Odisha

Dear Satyapriya sahuo,

We are delighted to offer you the position of **Trainee - A I** in our **Quality, Formulation** team at Cipla based in **Goa, Unit-1**.  
You will be assigned a role of **"Junior Team Member - Microbiology"**

Post your interactions with our leaders at Cipla, we believe that you have the qualifications for a great career with us. At Cipla, we are committed towards **Caring for Life**. By joining Cipla you will be assured of working with fine individuals in an excellence focused and innovation driven environment.

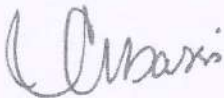
The complete break up of your current cost to company is attached in Annexure A of this letter. *You shall also be entitled to various benefits of the Company as applicable including Leave, Health Insurance, Travel expenses etc.*

This offer is subject to you clearing the medical examination and reference check successfully.

Kindly confirm your acceptance in the next 3 days. You are expected to join us on or before 25/09/2023.

We welcome you to Cipla family!

For Cipla Ltd



Vinay Kumar Bassi  
Head HR - Operations

## Annexure A

|                        |                         |
|------------------------|-------------------------|
| Name: Satyapriya sahuo | Designation: Trainee    |
| Division: Quality      | Department: Formulation |
| Region: Goa            | Location: Unit-1        |

| COMPONENTS                                | PER MONTH(RS) | PER ANNUM(RS) |
|---|---------------|---------------|
| BASIC                                     | 10333         | 124000        |
| HOUSE RENT ALLOWANCE                      | 5167          | 62000         |
| CONVEYANCE ALLOWANCE                      | 2583          | 31000         |
| FOOD ALLOWANCE                            | 600           | 7200          |
| ADDITIONAL ALLOWANCE                      | 3150          | 37800         |
| LOCATION ALLOWANCE                        | 0             | 0             |
| FIXED SALARY RETIRALS (TOTAL A)           | 21833         | 262000        |
| PF  | 1800          | 21600         |
| EXGRATIA / BONUS                          | 2200          | 26400         |
| FIXED SALARY INCLUDING RETIRALS (TOTAL B) | 25833         | 310000        |
| TOTAL CTC                                 | 25833         | 310000        |

In addition to the above you will get the following:

- Hospitalization benefits for self, spouse and 2 dependent children
- Group Life Insurance for Self
- Mobile Reimbursement as per approved limits
- Gratuity as per law

Cipla Ltd. Regd. Office Cipla House, Peninsula Business Park, Ganpatro Kadam Marg, Lower Parel, Mumbai-400 013  
Phone +91 22 24826000 Fax +91 22 24826120 E-mail [contactus@cipla.com](mailto:contactus@cipla.com) Website [www.cipla.com](http://www.cipla.com)  
Corporate Identity Number L24239MH1935PLC002380





Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Subhashree Mohapatra,**

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com).

Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Aditya Narayan Sahoo,**

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com).

Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Arghyarupa Tripathy,**

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com).

Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear Anjaneya Samantaray,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at [campusplacements@concentrix.com](mailto:campusplacements@concentrix.com).

Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear JAGANNATH ACHARYA,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear Kadambini Rath,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear Kajal Kiran Sahoo,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

Subject: Expression of Interest - Campus

Dear Samikshya Priyadarshini Samal,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team





Date:- 16-Feb-23

Subject: Expression of Interest - Campus

Dear Shweta Prava Dhal,

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Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Snigdharani Das,**

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**. Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Swayam Pragnya Mishra,**

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Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear Swetlina Sahoo,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

Subject: Expression of Interest - Campus

Dear Krishna Sahoo,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

Subject: Expression of Interest - Campus

Dear Lalita Swain,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Lipsa Rani Pradhan,**

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

Subject: Expression of Interest - Campus

Dear Monalisa Samantaray,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team





Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Pradyumna Das,**

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Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear Rajlaxmi Rout,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear Rituparna Khadia,

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Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

Dear Shweta Das,

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Date:- 16-Feb-23

Subject: Expression of Interest - Campus

Dear SOUMYA RANJAN SWAIN,

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Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Subrat Kumar Sahoo,**

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Date:- 16-Feb-23

**Subject: Expression of Interest - Campus**

**Dear Sumit Mondal,**

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1**, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Date:- 16-Feb-23

Subject: Expression of Interest - Campus

Dear Tehrim Siddiqi,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team





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

**Fwd: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!****Subhadra Mohanty** <subhadrasubu2003@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 3:36 PM

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

From: **Anjana Palauri** <anjanap@esspl.com>

Date: Thu, 15 Jun 2023, 11:54 am

Subject: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!

To: &lt;subhadrasubu2003@gmail.com&gt;

Dear Subhadra,

My heartiest congratulations to you! We look forward to your joining our team for a mutually enriching & long term association.

We are glad to inform you that you have been selected as " Software Trainee - Intern" and your Internship period is 19th June'23 to 19th Dec'23.

1. During the project training period, you would be receiving a stipend of Rs.18000/- per month.

○ On 19th June'23 you will be receiving Internship offer letter and Terms & Conditions letter.

Reporting time is **9:15am** and Address-

**Enterprise System System Solutions Pvt Ltd,  
Near Kangaroo kids school,  
Infocity,  
Patia.**

On the day of your joining ( 19th June'23) you are required to **carry your original documents** as per the below **list for verification**.

- DOB Certificate
- Pan Card
- Aadhar card
- Recent Colour passport size photo ( not less than 6 months) - 4 copies
- 10th Certificate & Marksheet
- 12th Certificate & Marksheet
- Graduation Certificate & Marksheets / B.Tech Marksheets
- MCA Marksheets.

You are required to **get 1 set of photocopies of all the above documents** on the day of your joining.

And also you need to **send 1 set of scanned copy of all the documents** to anjanap@esspl.com on or **before 16th June'23**.

Please furnish the following details today, which is a part of Pre joining Process.

**Father's / Spouse Name:**

**Postal Address:**

**Mobile Number:**

Thanks,  
Anjana

10/18/23, 3:37 PM

Gmail - Fwd: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!



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

**Fwd: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!**

1 message

swain <sunilswain5555@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 3:48 PM

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

From: **Anjana Palauri** <anjanap@esspl.com>

Date: Thu, 15 Jun 2023 at 11:30 AM

Subject: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!

To: &lt;sunilswain5555@gmail.com&gt;

Dear Sunil,

My heartiest congratulations to you! We look forward to your joining our team for a mutually enriching & long term association.

We are glad to inform you that you have been selected as " Software Trainee - Intern" and your Internship period is 19th June'23 to 19th Dec'23.

1. During the project training period, you would be receiving a stipend of Rs.18000/- per month.

○ On 19th June'23 you will be receiving Internship offer letter and Terms & Conditions letter.

Reporting time is **9:15am** and Address-

**Enterprise System System Solutions Pvt Ltd,  
Near Kangaroo kids school,  
Infocity,  
Patia.**

On the day of your joining ( 19th June'23) you are required to **carry your original documents** as per the below list for verification.

- DOB Certificate
- Pan Card
- Aadhar card
- Recent Colour passport size photo ( not less than 6 months) - 4 copies
- 10th Certificate & Marksheet
- 12th Certificate & Marksheet
- Graduation Certificate & Marksheets / B.Tech Marksheets
- MCA Marksheets.

You are required to **get 1 set of photocopies of all the above documents** on the day of your joining.

And also you need to **send 1 set of scanned copy of all the documents** to [anjanap@esspl.com](mailto:anjanap@esspl.com) on or before **16th June'23**.

Please furnish the following details today, which is a part of Pre joining Process.

**Father's / Spouse Name:**  
**Postal Address:**  
**Mobile Number:**

10/18/23, 4:00 PM

Gmail - Fwd: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!

Thanks,  
Anjana



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

**Fwd: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!**

2 messages

**Tanavi Singh** <tanavisingh54@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 2:20 PM

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

From: **Anjana Palauri** <anjanap@esspl.com>

Date: Thu, 15 Jun, 2023, 11:56 am

Subject: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!

To: &lt;tanavisingh54@gmail.com&gt;

Dear Tanavi,

My heartiest congratulations to you! We look forward to your joining our team for a mutually enriching & long term association.

We are glad to inform you that you have been selected as " Software Trainee - Intern" and your Internship period is 19th June'23 to 19th Dec'23.

1. During the project training period, you would be receiving a stipend of Rs.18000/- per month.

○ On 19th June'23 you will be receiving Internship offer letter and Terms & Conditions letter.

Reporting time is **9:15am** and Address-

**Enterprise System System Solutions Pvt Ltd,  
Near Kangaroo kids school,  
Infocity,  
Patia.**

On the day of your joining ( 19th June'23) you are required to **carry your original documents** as per the below list for verification.

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And also you need to **send 1 set of scanned copy of all the documents** to [anjanap@esspl.com](mailto:anjanap@esspl.com) on or before **16th June'23**.

Please furnish the following details today, which is a part of Pre joining Process.

**Father's / Spouse Name:**

**Postal Address:**

**Mobile Number:**

10/18/23, 3:31 PM

Gmail - Fwd: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!

Thanks,  
Anjana

---

**Subhadra Mohanty** <subhadrasubu2003@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 2:48 PM

10/18/23, 3:31 PM

Gmail - Fwd: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!

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

From: **Anjana Palauri** <anjanap@esspl.com>

Date: Thu, 15 Jun 2023, 11:54 am

Subject: On- boarding Welcome Mail - Welcome! You will be part of ESSPL family Very Soon!

To: <subhadrasubu2003@gmail.com>

Dear Subhadra,

My heartiest congratulations to you! We look forward to your joining our team for a mutually enriching & long term association.

We are glad to inform you that you have been selected as " Software Trainee - Intern" and your Internship period is 19th June'23 to 19th Dec'23.

1. During the project training period, you would be receiving a stipend of Rs.18000/- per month.

O On 19th June'23 you will be receiving Internship offer letter and Terms & Conditions letter.

Reporting time is **9:15am** and Address-

**Enterprise System System Solutions Pvt Ltd,  
Near Kangaroo kids school,  
Infocity,  
Patia.**

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Please furnish the following details today, which is a part of Pre joining Process.

**Father's / Spouse Name:**

**Postal Address:**


**Mobile Number:**

Thanks,  
Anjana

7. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.


8. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

9. If any information or documents submitted by the candidates is found false / incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.

  
Superintendent of Post Offices,  
Bhadrak Division  
Bhadrak Bhadrak

A copy of this memo is issued to:

- I. The candidate ..... **POOJA PRIYADARSINI BEHERA**  
..... **16, BHADRAK, CHHANDASAHII/KOTHAR, BAYANGDIHI/DHAMNAGAR, 756118**
- II. PF of the candidate
- III. Postmaster /SPM..... **Dhusuri S.O/Bhadrak H.O**
- IV. Divisional Office..... **Bhadrak** ..... for information.  
**Inspector of Postoffices, Bhadrak East Sub Division**
- V. The .....  
for information.
- VI. O/C/Spare

  
Superintendent of Post Offices,  
Bhadrak Division  
Bhadrak Bhadrak



Government of India  
Department of Posts, India

Office of the Superintendent of Postoffices, Bhadrak Division, Bhadrak

ORDER OF PROVISIONAL ENGAGEMENT

B/E-330(Sub)/2022

dated at Bhadrak the 21.11.2022

In response to the notification No. .

Shri/Smt/Ms..... **POOJA PRIYADARSINI BEHERA** ..... son / daughter of  
Shri..... **AKSHAYA KUMAR BEHERA** ..... whose Date of Birth is..... **20/03/2002** .....  
and who belongs to..... **UR** .....category/selected against ..... **UR** ..... category is hereby  
engaged as ..... **GDS BPM, Sanalpur B.O** ..... in account with under  
**Dhusuri S.O/Bhadrak H.O** ..... on **PROVISIONAL BASIS** with effect from dated  
**02/09/2022** AN/FN in the TRCA scale of..... **12000** ..... He/she shall be paid such  
allowances as are admissible from time to time.

2. Shri/Smt/Ms..... **POOJA PRIYADARSINI BEHERA** ..... daughter of Shri  
**AKSHAYA KUMAR BEHERA** ..... should clearly understand that his/her engagement  
as ..... **GDS BPM, Sanalpur B.O** ..... In account with / under  
**Dhusuri S.O/Bhadrak H.O** ..... shall be in the nature of a contract  
liable to be terminated by him/her or by the undersigned by notifying the order in writing and  
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak  
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This **Provisional Engagement** is subject to satisfactory verification of the prescribed  
educational qualification, community certificate and other certificates, wherever prescribed. The  
candidate will have to undergo satisfactory prescribed Induction Training course and Practical  
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper  
channels. If the verification reveals that the claim of the candidate belonging to Scheduled  
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or  
educational certificates are not genuine or found unfit on Police Verification, his/her



### Letter of Intent

March 06, 2023  
Sushree Sahoo  
MITS School Of Biotechnology, Bhubaneswar

Dear Sushree Sahoo,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax : +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



**Letter of Intent**

**March 06, 2023**  
**Aiswarya Sahoo**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Aiswarya Sahoo,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Ankita Prusty**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Ankita Prusty,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**February 20, 2023**

**Ashish Sahoo**

**MIT School Of Biotechnology, Bhubaneswar**

Dear Ashish Sahoo,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Asutosh Nayak**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Asutosh Nayak,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Dibyanshu Kanungo**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Dibyanshu Kanungo,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Gayatri Swain**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Gayatri Swain,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Krutirani Mishra**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Krutirani Mishra,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**MARMASPARSHI DAS**  
**MITS School Of Biotechnology, Bhubaneswar**  
Dear MARMASPARSHI DAS,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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### Letter of Intent

March 06, 2023  
Muskan Parween  
MITS School Of Biotechnology, Bhubaneswar

Dear Muskan Parween,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Prachurya Mishra**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Prachurya Mishra,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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### Letter of Intent

March 06, 2023  
Prajajita Mohanty  
MITS School Of Biotechnology, Bhubaneswar

Dear Prajojita Mohanty,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



### HEXAWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel. : +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



**Letter of Intent**

**March 06, 2023**

**Prity Samal**

**MITS School Of Biotechnology, Bhubaneswar**

Dear Prity Samal,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

*Monica Mathur*

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Saloni Parida**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Saloni Parida,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

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Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



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**Letter of Intent**

**March 06, 2023**  
**Sonali Dash**  
**MITS School Of Biotechnology, Bhubaneswar**

Dear Sonali Dash,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



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### Letter of Intent

March 06, 2023  
Subhasmita Dash  
MITS School Of Biotechnology, Bhubaneswar

Dear Subhasmita Dash,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

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You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



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## Letter of Intent

March 06, 2023

Sudhanshu Kumar Sahoo  
MITS School Of Biotechnology, Bhubaneswar

Dear Sudhanshu Kumar Sahoo,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

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As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com)

Yours faithfully,

For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur  
Vice President, Recruitment-India & APAC



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(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



**OFFER LETTER**

29th June 2023

**Alisha Sahoo**

Gurgaon

Dear Alisha,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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.

*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**

**Assistant General Manager - Human Resources**

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**

1st floor, Binori B Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99099 2195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Seatech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 7429

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista -B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 55902



**INTEGRATED RESOURCES**  
Staffing Pvt Ltd

| <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                         | 9650.00         | 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</b>                                     | <b>Deductions</b>             |                 |                  |
|  | P.F. @12% of Basic            | 1158.00         | 13896.00         |
|  | ESIC                          | 145.00          | 1740.00          |
| <b>C</b>                                     | <b>Net Take Home</b>          | 17997.00        | 215964.00        |
| <b>D</b>                                     | <b>Company's Contribution</b> |                 |                  |
|  | Company's PF Contribution     | 1158.00         | 13896.00         |
|  | Company's ESIC Contribution   | 628.00          | 7536.00          |
| <b>E</b>                                     | <b>Other Benefits</b>         |                 |                  |
|  | Gratuity                      | 464.17          | 5569.98          |
|  | Leave Encashment              | 536.11          | 6433.33          |
|  | Medical Insurance             | 400.00          | 4800.00          |
|  | Transport                     | 6500.00         | 78000.00         |
|  |                               | <b>7900.28</b>  | <b>94803.31</b>  |
| <b>F</b>                                     | <b>CTC Amount</b>             | 28986.28        | 347835.31        |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**  
1st Floor, Brijraj Square III, Sindhu,  
Bhuvan Road, Bodakdev,  
Ahmedabad, Gujarat. 380056

**Branch Office - Vadodara**  
Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99096 2895

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bstech  
Business Tower, Sector-34, NIT-B,  
Gurgaon, 122004 - 93995 74329

**Branch Office - Pune**  
Unit No.1 to 6, 7th Floor, City Vista - B,  
Kohinoor Nagar, Kharadi,  
Pune, 411014 - 99603 25902



**INTEGRATED RESOURCES**  
Staffing Pvt Ltd

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Registered Office - Ahmedabad**

1st floor, Bhorf B Square III, Sindhu,  
Bhavani Road, Bodakdev,  
Ahmedabad, Gujarat, 380056

**Email**  
info@ironline.com

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99099 2195

**Website**  
www.ironline.com

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NIT-R,  
Gurgaon, 122004 - 93115 74129

**CIN**  
U93000GJ2014PTC105142

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35902



**OFFER LETTER**

29th June 2023

**Tanmayee Mohanta**

Gurgaon

Dear Tanmayee,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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.

*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**

**Assistant General Manager - Human Resources**

**Email**  
info@irionline.com

**Website**  
www.irionline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**

1st floor, Sirohi B Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

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Avenue, Behind Atlantis, Vaidhwadi,  
Vadodara, 390007 - 99099 21195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Restech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74124

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35902



| 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.F. @12% of Basic                    | 1158.00         | 13896.00         |  |
| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | <b>17997.00</b> | <b>215964.00</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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | <b>28986.28</b> | <b>347835.31</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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

Email  
info@irionline.com

Website  
www.irionline.com

CIN  
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**Registered Office - Ahmedabad**

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Bhavan Road, Bodkedev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99094 21195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-6  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 80902



**INTEGRATED RESOURCES**  
Staffing Pvt. Ltd.

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

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Ahmedabad, Gujarat, 380054

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Gurgaon, 122004 - 93115 74129

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Unit No 1 to 6, 7th Floor, City Vista -B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 26702

**Email**  
info@ir-online.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142





**OFFER LETTER**

29th June 2023

**Akash Kumar Choudhary**  
Gurgaon

Dear Akash,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**  
Assistant General Manager - Human Resources

Email  
info@ir-online.com

Website  
www.ir-online.com

CIN  
U93000GJ2014PTC105142

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Bhavan Road, Bodakdes,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
Office no. 3, 2nd Floor, Privilege  
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Vadodara, 390007 - 99099 2195

**Branch Office - Gurgaon**  
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Business Tower, Sector 34, NH-6,  
Gurgaon, 122004 - 93115 76129

**Branch Office - Pune**  
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Ashoka Nagar, Bhanadi,  
Pune, 411014 - 99603 25902



| Integrated Resources Staffing Pvt Ltd |                 |                  |  |
|---------------------------------------|-----------------|------------------|--|
| Annexure-I                            |                 |                  |  |
| Particulars                           | Monthly         | Yearly           |  |
| <b>A Monthly Payable</b>              |                 |                  |  |
| Basic                                 | 9650.00         | 115800.00        |  |
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|                                       | <b>19300.00</b> | <b>231600.00</b> |  |
| <b>B Deductions</b>                   |                 |                  |  |
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| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | 17997.00        | 215964.00        |  |
| <b>D Company's Contribution</b>       |                 |                  |  |
| Company's PF Contribution             | 1158.00         | 13896.00         |  |
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| Gratuity                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

Email  
info@irionline.com

Website  
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CIN  
U93000GJ2014PTC105142

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Gujarat, 380054

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Business Tower, Sector-34, N4-B,  
Gurgaon, 122004 - 93116 74129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - 3,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35932



**INTEGRATED RESOURCES**  
Staffing Pvt Ltd

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Registered Office - Ahmedabad**

1st floor, Block B Square III, Sindhu,  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380056

**Email**  
info@ironline.com

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99099 21195

**Website**  
www.ironline.com

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bstech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**CIN**  
U91000GJ2014PTC105142

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista -B,  
Aashoka Nagar, Kharadi,  
Pune, 411014 - 99603 25902



**OFFER LETTER**

29th June 2023

**Nirlipta Jena**  
Gurgaon

Dear Nirlipta,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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.

*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**  
Assistant General Manager - Human Resources

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**  
1st floor, B-101B Square III, Sindhu,  
Rivacoe Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantic, Vadiwadi,  
Vadodara, 390007 - 99099 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bstech  
Business Tower, Sector-34, N.H-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, H.P. Road,  
Pune, 411014 - 99603 88902



INTEGRATED RESOURCES  
Staffing Pvt Ltd

| 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.F. @12% of Basic                    | 1158.00         | 13896.00         |  |
| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | 17997.00        | 215964.00        |  |
| <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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

Email  
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**Registered Office - Ahmedabad**

1st Floor, Block B Schemes III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat. 380054

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara. 390007 - 99099 2195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NIT-B,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nager, Kharadi,  
Pune. 411014 - 99603 25902



**INTEGRATED RESOURCES**  
Staffing Pvt. Ltd

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ20MPTC105142

**Registered Office - Ahmedabad**

1st Floor, B-101 B Square III, Sindhu  
Bhuvan Road, Bodakdev,  
Ahmedabad, Gujarat, 380056

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadhwad,  
Vadodara, 390007 - 99099 2195

**Branch Office - Gurgaon**

3rd Floor, Tower-Z, Orient Bestech  
Business Tower, Sector-34, NH-3,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

Unit No 1 to 5, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 25932



**OFFER LETTER**

29th June 2023

**Pragati Bhakat**  
Gurgaon

Dear Pragati,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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.

*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**  
Assistant General Manager - Human Resources

**Email**  
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**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**  
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**Branch Office - Vadodara**  
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**Branch Office - Gurgaon**  
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Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Khiradi,  
Pune, 411014 - 99605 30202



INTEGRATED RESOURCES  
Staffing Pvt Ltd

| 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.F. @12% of Basic                    | 1158.00         | 13896.00         |  |
| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | 17997.00        | 215964.00        |  |
| <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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

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**Registered Office - Ahmedabad**  
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Ahmedabad, Gujarat, 380056

**Branch Office - Vadodara**  
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Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007- 99099 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bstech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93111 74129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Aahole Nager, Rharadi,  
Pune, 411014 - 99603 35932





5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**

1st floor, Block B Square III, Sindhu  
Bhavan Road, Borjakhdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

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Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99099 2855

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bstech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

Unit No 1 to 5, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 20902



**OFFER LETTER**

29th June 2023

**Rahul KuN**  
Gurgaon

Dear Rahul,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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.

*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**  
Assistant General Manager - Human Resources

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**

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Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380056

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99095 25195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93015 74129

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99605 35932



# INTEGRATED RESOURCES Staffing Pvt Ltd

| 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.F. @12% of Basic                    | 1158.00         | 13896.00         |  |
| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | 17997.00        | 215964.00        |  |
| <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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

Email  
info@irionline.com

Website  
www.irionline.com

CIN  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**

1st floor, Biral B Square III, Sindhu  
Bhavan Road, Bodkedev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwad,  
Vadodara, 390007 - 92099 21195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Aphara Nager, Kharadi,  
Pune- 411014 - 99603 35902



**INTEGRATED RESOURCES**  
Staffing Pvt Ltd

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Registered Office - Ahmedabad**

1st floor, Bizard B Solars III, Sindhu  
Bhawan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Email**  
Info@ironline.com

**Branch Office - Vadodara**

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Vadodara, 390007 - 99099 21195

**Website**  
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**Branch Office - Gurgaon**

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Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**CIN**  
U93000GJ2014PTC105142

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Hiranedi,  
Pune, 411014 - 99603 38902



**OFFER LETTER**

29th June 2023

**Abhijit Mohapatra**

Gurgaon

Dear Abhijit,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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.

*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**

**Assistant General Manager - Human Resources**

**Email**  
info@irionline.com

**Website**  
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**CIN**  
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**Registered Office - Ahmedabad**

1st floor, Binori B Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
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Vadodara, 390007 - 99099 21195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411016 - 99603 35902



| 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> |  |
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| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | 17997.00        | 215964.00        |  |
| <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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

Email  
info@ironline.com

Website  
www.ironline.com

CIN  
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**Registered Office - Ahmedabad**  
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Ahmedabad, Gujarat, 380054

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Vadodara, 390007 - 99099 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-5,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**  
Unit No 1 to 5, 7th Floor, City Vista - B,  
Ashokra Nagar, Kharadi,  
Pune, 411014 - 99603 38932



**INTEGRATED RESOURCES**  
Staffing Pvt. Ltd.

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Registered Office - Ahmedabad**

1st floor, Bhorl B Square III, Sindhu  
Bhavan Road, Bodlauda,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

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Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

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Ashoka Nagar, Bharadi,  
Pune 411014 - 99603 25902

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142



**OFFER LETTER**

29th June 2023

**Akankshya Dash**  
Gurgaon  
Dear Akankshya,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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.

*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**  
Assistant General Manager - Human Resources

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**  
1st floor, Binori B Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadhwadi,  
Vadodara, 390007 - 99099 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Beetech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Bheradi,  
Pune, 411014 - 99603 55902





# INTEGRATED RESOURCES Staffing Pvt Ltd

| 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.F. @12% of Basic                    | 1158.00         | 13896.00         |  |
| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | 17997.00        | 215964.00        |  |
| <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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

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#### Branch Office - Vadodara

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#### Branch Office - Gurgaon

3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

#### Branch Office - Pune

Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune 411014 - 99603 35902



**INTEGRATED RESOURCES**  
Staffing Pvt. Ltd.

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Registered Office - Ahmedabad**

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Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

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Pune, 411014 - 99603 26932

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**CIN**  
U93000GJ2014PTC105142



**OFFER LETTER**

29th June 2023

**Priyanka Priyadarshini**

Gurgaon

Dear Priyanka,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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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*If any irregularities are identified during Background verification the offer will be rescind.*

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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**

**Assistant General Manager - Human Resources**

**Email**  
info@irsonline.com

**Website**  
www.irsonline.com

**CIN**  
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**Branch Office - Pune**  
Unit No 1 to 6, 1th Floor, City Vista -B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35902



| 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.F. @12% of Basic                    | 1158.00         | 13896.00         |  |
| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | 17997.00        | 215964.00        |  |
| <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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

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**Branch Office - Gurgaon**  
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Business Tower, Sector-34, N/A-6,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**  
Unit No 1 to 5, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 25902



**INTEGRATED RESOURCES**  
Staffing Pvt. Ltd.

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

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1st floor, Breeze LB Square III, Sindhu  
Bhuvan Road, Bodakdes,  
Ahmedabad, Gujarat, 380054

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**Website**  
[www.ironline.com](http://www.ironline.com)

**CIN**  
U93000GJ2014PTC105142



**OFFER LETTER**

29th June 2023

**Purnopama Roy**  
Gurgaon  
Dear Purnopama,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**  
Assistant General Manager - Human Resources

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

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Vadodara, 390007 - 99099 2195

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Gurgaon, 122004 - 93115 76129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35902



# INTEGRATED RESOURCES Staffing Pvt Ltd

| 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.F. @12% of Basic                    | 1158.00         | 13896.00         |  |
| ESIC                                  | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                | <b>17997.00</b> | <b>215964.00</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                              | 464.17          | 5569.98          |  |
| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | <b>28986.28</b> | <b>347835.31</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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

**Email**  
info@ironline.com

**Website**  
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**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**  
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**Branch Office - Vadodara**  
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Vadodara, 390007 - 99095 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune-411014 - 99603 35902



**INTEGRATED RESOURCES**  
Staffing Pvt. Ltd.

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Registered Office - Ahmedabad**

1st Floor, Block IB Square III, Sindhu  
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Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

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Business Tower, Sector-34, NH-6,  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**

Unit No 1 to 6, 7th Floor, City Vista - B,  
Aahola Nagar, Kharadi,  
Pune 411014 - 99603 35932

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142





**OFFER LETTER**

29th June 2023

**Shruti Sucharita Pradhan**

Gurgaon

Dear Shruti,

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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

For Integrated Resources Staffing Pvt Ltd

**Sonia Kapoor**

**Assistant General Manager - Human Resources**

**Email**  
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**Website**  
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**CIN**  
U93000GJ2014PTC105142

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**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista -B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35902



# INTEGRATED RESOURCES Staffing Pvt Ltd

| Integrated Resources Staffing Pvt Ltd |                 |                  |  |
|---------------------------------------|-----------------|------------------|--|
| Annexure-I                            |                 |                  |  |
| Particulars                           | Monthly         | Yearly           |  |
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| Basic                                 | 9650.00         | 115800.00        |  |
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| <b>E Other Benefits</b>               |                 |                  |  |
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| Leave Encashment                      | 536.11          | 6433.33          |  |
| Medical Insurance                     | 400.00          | 4800.00          |  |
| Transport                             | 6500.00         | 78000.00         |  |
|                                       | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                   | 28986.28        | 347835.31        |  |

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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

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Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 36902



**INTEGRATED RESOURCES**  
Staffing Pvt Ltd

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

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**Website**  
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**CIN**  
U93000GJ2014PTC105142



INTEGRATED RESOURCES  
Staffing Pvt Ltd

## OFFER LETTER

29th June 2023

Sweta Swain  
Gurgaon  
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 **10th July, 2023**. Your annual compensation will be **Rs. 3,47,835 (Three Lakh Forty Seven Thousand Eight Hundred Thirty Five)** 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 **10th July, 2023**. After this date this Offer Letter will stand withdrawn.

Wishing you all the best.

**For Integrated Resources Staffing Pvt Ltd**

**Sonia Kapoor**  
Assistant General Manager - Human Resources

**Email**  
info@ironline.com

**Website**  
www.ironline.com

**CIN**  
U93000GJ2014PTC105142

**Registered Office - Ahmedabad**  
1st floor, Bharti B Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
Office no. 1, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99099 2195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Beatech  
Business Tower, Sector-14, NH-8,  
Gurgaon, 122004 - 93115 74109

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35902



**INTEGRATED RESOURCES**  
Staffing Pvt Ltd

| <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.F. @12% of Basic                           | 1158.00         | 13896.00         |  |
| ESIC   | 145.00          | 1740.00          |  |
| <b>C Net Take Home</b>                       | <b>17997.00</b> | <b>215964.00</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                                     | 464.17          | 5569.98          |  |
| Leave Encashment                             | 536.11          | 6433.33          |  |
| Medical Insurance                            | 400.00          | 4800.00          |  |
| Transport                                    | 6500.00         | 78000.00         |  |
|  | <b>7900.28</b>  | <b>94803.31</b>  |  |
| <b>F CTC Amount</b>                          | <b>28986.28</b> | <b>347835.31</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.
4. Professional Tax will be deducted from CTC as per State Government PT Rule.

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info@ir-online.com

**Website**  
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Vadodara, 390007 - 99099 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-8  
Gurgaon, 122004 - 93115 74129

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99603 25932



**INTEGRATED RESOURCES**  
Staffing Pvt. Ltd.

5. Gratuity will be governed by the Payment of Gratuity Act, which as per the law is payable on Exit only after 5 years of continuous service with the organization.
6. You will be eligible for salary raise on regular interval based on the performance during the 1st year of employment, details will be shared in the appointment letter.

Accepted \_\_\_\_\_

**Registered Office - Ahmedabad**

1st floor, Brio LB Square III, Sindhu,  
Bhawan Road, Bodakedev,  
Ahmedabad, Gujarat, 380054

**Email**  
[info@ironline.com](mailto:info@ironline.com)

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Vadodara, 390007 - 99095 2395

**Website**  
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Business Tower, Sector-34, N-4-R,  
Gurgaon, 122004 - 93115 74129

**CIN**  
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Ashoka Nagar, Kharadi,  
Pune- 411014 - 99603 35902

15/02/2023

BISMAYA KUMAR DASH

Plot no.112,MIG-2,Phase-7,Sailashree Vihar,Chandrasekharpur

**TRAINEE OFFER LETTER**

Dear BISMAYA KUMAR DASH,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

**Medical Scribe Training:** Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

**Responsibilities:** It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

**OG HEALTHCARE**

Infosense Technologies Private Limited (CIN : U72200KA2001PTC028661)  
27/A Bhoopasandra Main Road · Bhoopasandra · Bengaluru 560094  
+91 80 4282 8800 · info@oghealthcare.com · www.oghealthcare.com

**Training Cost:**

- Phase I Classroom Training – Free Training for 30 shifts.
- Phase II Training - On successful completion of CRT training, your revised monthly stipend will be Rs 15,000.
- Phase III Training - On successful completion of Phase II, you will qualify to be a Production- Ready Scribe (DR), your status will change to an “employee,” and you stand to earn a monthly remuneration of Rs. 25,000 per month.

**Salary on Completion of Training:**

On successful completion of the OG Healthcare Medical Scribe training program, i.e., meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

**Work Week and Timings:** Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to the night shift 9 p.m. to 6 a.m.

**Leaves:** You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



**Sanjeev E K**  
**Operations Director**

**OG HEALTHCARE**

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15/02/2023

CHITRANKA PRIYADARSHINI PRADHAN  
At- Kantia, PO- Kumbhuka, PS- Binjharpur, Dist- Jajpur, Odisha

**TRAINEE OFFER LETTER**

Dear CHITRANKA PRIYADARSHINI PRADHAN,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

**Medical Scribe Training:** Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

**Responsibilities:** It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

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+91 80 4282 8800 · info@oghealthcare.com · www.oghealthcare.com

**Training Cost:**

- Phase I Classroom Training – Free Training for 30 shifts.
- Phase II Training - On successful completion of CRT training, your revised monthly stipend will be Rs 15,000.
- Phase III Training - On successful completion of Phase II, you will qualify to be a Production- Ready Scribe (DR), your status will change to an “employee,” and you stand to earn a monthly remuneration of Rs. 25,000 per month.

**Salary on Completion of Training:**

On successful completion of the OG Healthcare Medical Scribe training program, i.e., meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

**Work Week and Timings:** Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to the night shift 9 p.m. to 6 a.m.

**Leaves:** You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

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Welcome to Infosense Technologies.



**Sanjeev E K**  
**Operations Director**

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15/02/2023

IPSITA PANI  
VIM - 823, Shailashree Vihar, Bhubaneswar Odisha

**TRAINEE OFFER LETTER**

Dear IPSITA PANI,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

**Medical Scribe Training:** Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

**Responsibilities:** It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

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**Training Cost:**

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- Phase II Training - On successful completion of CRT training, your revised monthly stipend will be Rs 15,000.
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**Sanjeev E K**  
**Operations Director**

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15/02/2023

PARIDHI AGRAWAL  
M-43 Phase-1 chenn colony , Rourkela

**TRAINEE OFFER LETTER**

Dear PARIDHI AGRAWAL,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

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1. Behave in a professional manner.
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3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

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**Training Cost:**

- Phase I Classroom Training – Free Training for 30 shifts.
- Phase II Training - On successful completion of CRT training, your revised monthly stipend will be Rs 15,000.
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**Work Week and Timings:** Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to the night shift 9 p.m. to 6 a.m.

**Leaves:** You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

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**Sanjeev E K**  
**Operations Director**

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+91 80 4282 8800 · info@oghealthcare.com · www.oghealthcare.com

**15/02/2023**

SASWOT SUBHANKAR  
QR NO. 2RA 6/4,Kalpana Flat,Kalpana Area,Bhubaneswar

**TRAINEE OFFER LETTER**

Dear SASWOT SUBHANKAR,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

**Medical Scribe Training:** Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

**Responsibilities:** It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

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**Work Week and Timings:** Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to the night shift 9 p.m. to 6 a.m.

**Leaves:** You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

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Welcome to Infosense Technologies.



**Sanjeev E K**  
**Operations Director**

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15/02/2023

SOURAV SUBHADARSHY  
At/Po- Nimapara , Dist-Puri PIN - 752106

**TRAINEE OFFER LETTER**

Dear SOURAV SUBHADARSHY,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

**Medical Scribe Training:** Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

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2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

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**Work Week and Timings:** Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to the night shift 9 p.m. to 6 a.m.

**Leaves:** You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

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Welcome to Infosense Technologies.



**Sanjeev E K**  
**Operations Director**

**OG HEALTHCARE**

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+91 80 4282 8800 · info@oghealthcare.com · www.oghealthcare.com

15/02/2023

TAPASWINI PRADHAN  
Plot no.364 Sishu Vihar , Patia, Bhubaneswar Odisha

**TRAINEE OFFER LETTER**

Dear TAPASWINI PRADHAN,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of "Trainee Medical Scribe."

**Medical Scribe Training:** Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

**Responsibilities:** It is expected that Medical Scribe trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG's security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

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**Training Cost:**

- Phase I Classroom Training – Free Training for 30 shifts.
- Phase II Training - On successful completion of CRT training, your revised monthly stipend will be Rs 15,000.
- Phase III Training - On successful completion of Phase II, you will qualify to be a Production- Ready Scribe (DR), your status will change to an “employee,” and you stand to earn a monthly remuneration of Rs. 25,000 per month.

**Salary on Completion of Training:**

On successful completion of the OG Healthcare Medical Scribe training program, i.e., meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for the assigned physician. At this stage, you stand to earn a monthly remuneration of Rs. 40,000.

**Work Week and Timings:** Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays during the first level of training and thereafter you will move to the night shift 9 p.m. to 6 a.m.

**Leaves:** You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



**Sanjeev E K**  
**Operations Director**

**OG HEALTHCARE**

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---

**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:15 PM  
Subject: OFFER LETTER  
To: <abhijeetpadhi001@gmail.com>

Dear ABHIJIT PADHI,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 07/06/23 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,  
Madhapur, Hitech City,  
Hyderabad, INDIA. - 500081

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2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
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Need to carry all the documents mentioned in the above.

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**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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2 attachments

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:25 PM  
Subject: OFFER LETTER  
To: <adityajena20@gmail.com>

Dear ADITYA JENA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:04 PM  
Subject: OFFER LETTER  
To: <biswalamisha316@gmail.com>

Dear AMISHA BISWAL,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:06 PM  
Subject: OFFER LETTER  
To: <nayakamisha2@gmail.com>

Dear AMISHA NAYAK,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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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Hyderabad, INDIA. - 500081

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Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: **HR** <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:23 PM  
Subject: OFFER LETTER  
To: <aankitapriyadarshini7561@gmail.com>

Dear ANKITA PRIYADARSHINI,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**

1 message

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

From: **HR** <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:16 PM  
Subject: OFFER LETTER  
To: <arpita.milu112@gmail.com>

Dear ARPITA MISHRA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:12 PM  
Subject: OFFER LETTER  
To: <imbiswajit786@gmail.com>

Dear BISWAJIT PRADHAN,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**

1 message

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

From: **HR** <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:29 PM  
Subject: OFFER LETTER  
To: <deviprasadb86@gmail.com>

Dear DEBIPRASAD BEHERA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:19 PM  
Subject: OFFER LETTER  
To: <harapriyasahoo100@gmail.com>

Dear HARAPRIYA SAHOO,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**1 message

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

From: HR &lt;hr@pulsusgroup.org&gt;

Date: Sat, Jun 3, 2023, 12:21 PM

Subject: OFFER LETTER

To: &lt;ivnaj1998@gmail.com&gt;

Dear JANHAVI TAJAN,

Congratulations &amp; Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>

Date: Sat, Jun 3, 2023, 12:23 PM

Subject: OFFER LETTER

To: <patrajhansirani@gmail.com>

Dear JHANSIRANI PATRA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:29 PM  
Subject: OFFER LETTER  
To: <jenadebasrita1998@gmail.com>

Dear KIKI DEBASRITA JENA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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

**Fwd: Offer Letter(Omics) Lipsha Ray**

1 message

**Lipsha Ray** <lipsharay2000@gmail.com>  
To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Wed, Oct 18, 2023 at 10:42 PM

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

From: **HR** <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:20 PM  
Subject: Offer Letter  
To: <lipsharay2000@gmail.com>

Dear LIPSHA RAY,

Congratulations &amp; Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

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1-90/, Plot-No- 20 Kavuri Hills,

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Hyderabad, INDIA. - 500081

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3. Experience Certificates from previous employers as applicable.
4. 10th Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
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In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

Need to carry all the documents mentioned in the above.

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**Further queries please feel free to contact on the below number**

**Thanks & Regards,**

**Human Resources**



**Ph: +91-9281016898**

**Ph: +91-9281016972**



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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>

Date: Sat, Jun 3, 2023, 12:23 PM

Subject: OFFER LETTER

To: <rekhapriti1@gmail.com>

Dear PRITIREKHA ACHARYA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 07/06/23 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

Please ensure to carry the below List of Documents at the time of Joining without fail.

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**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



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Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>

Date: Sat, Jun 3, 2023, 12:33 PM

Subject: OFFER LETTER

To: <rdevilsdaughter.325@gmail.com>

Dear RUTUPARNA SHARMA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>

Date: Sat, Jun 3, 2023, 12:43 PM

Subject: OFFER LETTER

To: <siprajena2001@gmail.com>

Dear SIPRA JENA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



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**Fwd: OFFER LETTER PULSUS**

1 message

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

From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:45  
Subject: OFFER LETTER PULSUS  
To: <sonasalony782@gmail.com>

Dear SONALIKA MOHAPATRA,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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,

Human Resources



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**Fwd: OFFER LETTER PULSUS**

1 message

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

From: **HR PULSUS** <hr@pulsusgroup.org>

Date: Fri, 14 Apr 2023, 17:55

Subject: OFFER LETTER PULSUS

To: <somya.betal@gmail.com>

Dear SOMYASASWATI BETAL,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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 on the below number**

Thanks & Regards,

Human Resources



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**Fwd: OFFER LETTER**

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:46 PM  
Subject: OFFER LETTER  
To: <soumyasonalirana@gmail.com>

Dear SOUMYA SONALI,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER PULSUS**

1 message

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----- Forwarded message -----  
From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:47  
Subject: OFFER LETTER PULSUS  
To: <suchismita.chainy13@gmail.com>

Dear SUCHISMITA CHAINY,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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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Madhapur, Hitech City,  
Hyderabad, INDIA. - 500081

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Thanks & Regards,

Human Resources



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Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:48 PM  
Subject: OFFER LETTER  
To: <suchisahoo347@gmail.com>

Dear SUCHISMITA SAHOO,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



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**Fwd: OFFER LETTER PULSUS**

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----- Forwarded message -----  
From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:44  
Subject: OFFER LETTER PULSUS  
To: <sushree.ss2000@gmail.com>

Dear SUSHREE SANGEETA SWAIN,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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,  
Human Resources



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**Fwd: OFFER LETTER PULSUS**

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

From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:48  
Subject: OFFER LETTER PULSUS  
To: <swayambarasa143@gmail.com>

Dear SWAYAM PRABHA RAUTARAY,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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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Human Resources



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**Fwd: OFFER LETTER PULSUS**

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

From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:46  
Subject: OFFER LETTER PULSUS  
To: <swetlinasahoo09@gmail.com>

Dear SWETLINA SAHOO,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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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Human Resources



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**Fwd: OFFER LETTER PULSUS**

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----- Forwarded message -----  
From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:49  
Subject: OFFER LETTER PULSUS  
To: <sworupaswain6370@gmail.com>

Dear SWORUPA SWAIN,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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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Human Resources



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**Fwd: OFFER LETTER PULSUS**

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

From: **HR PULSUS** <hr@pulsusgroup.org>

Date: Fri, 14 Apr 2023, 17:39

Subject: OFFER LETTER PULSUS

To: <tanushreepradhan1499@gmail.com>

Dear TANUSHREE PRADHAN,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 15/05/2023 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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2 attachments

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**Fwd: OFFER LETTER PULSUS**

1 message

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----- Forwarded message -----  
From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:33  
Subject: OFFER LETTER PULSUS  
To: <tashmim3110@gmail.com>

Dear TASHMIM AFTAB,

Congratulations & Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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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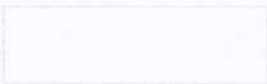
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Human Resources



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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:24 PM  
Subject: OFFER LETTER  
To: <sahuhimansu1999@gmail.com>

Dear KAPI SRIRAM HIMANSU SEKHAR SAHU,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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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Hyderabad, INDIA. - 500081

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Thanks & Regards,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:27 PM  
Subject: OFFER LETTER  
To: <nabanitasinghbubul@gmail.com>

Dear NABANITA SINGH,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:17 PM  
Subject: OFFER LETTER  
To: <16sinha.neha@gmail.com>

Dear NEHA SINHA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:37 PM  
Subject: OFFER LETTER  
To: <nikipritams@gmail.com>

Dear NIKIPRITAM SAHOO,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



Ph: +91-9281016898

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Sat, Jun 3, 2023, 12:39 PM  
Subject: OFFER LETTER  
To: <sahoopadmaja50@gmail.com>

Dear PADMAJA SAHOO,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



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Ph: +91-9281016972

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

**Fwd: OFFER LETTER**

1 message

**Prabinkumar dash** <prabinkumardash53@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 10:16 PM

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

From: **HR** <hr@pulsusgroup.org>  
Date: Sat, 3 Jun, 2023, 12:38 pm  
Subject: OFFER LETTER  
To: <prabinkumardash53@gmail.com>

Dear PRABIN KUMAR DASH,

Congratulations &amp; Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,**

**Human Resources**



**Ph: +91-9281016898**

**Ph: +91-9281016972**

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**2 attachments**

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:22 PM  
Subject: Offer Letter  
To: <pradyumnaksahoo123@gmail.com>

Dear PRADYUMNA KUMAR SAHOO,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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,

Human Resources



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2 attachments

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**Fwd: OFFER LETTER**1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:24 PM  
Subject: Offer Letter  
To: <mishrapritilima2001@gmail.com>

Dear PRITILIMA MISHRA,

Congratulations &amp; Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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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Human Resources



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WWW.PULSUS.COM 3K

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:34 PM  
Subject: Offer Letter  
To: <priyankapriyadarshini12345@gmail.com>

Dear PRIYANKA PRIYADARSHINEE PARIDA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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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Human Resources



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Ph: +91-9281016972

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## Fwd: OFFER LETTER

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:36 PM  
Subject: Offer Letter  
To: <swainpriyanka310@gmail.com>

Dear PRIYANKA PRIYADARSHINI SWAIN,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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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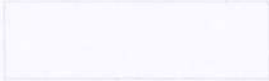
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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:38 PM  
Subject: Offer Letter  
To: <prustypuja2@gmail.com>

Dear PUJA PRUSTY,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

**PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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2 attachments

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WWW.PULSUS.COM

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>

Date: Fri, May 26, 2023, 5:38 PM

Subject: Offer Letter

To: <puspalucky.06@gmail.com>

Dear PUSPANJALI NAYAK,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
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In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>

Date: Fri, May 26, 2023, 5:35 PM

Subject: Offer Letter

To: <rajalaxmidash19998@gmail.com>

Dear RAJALAXMI DASH,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

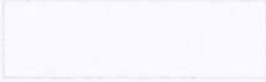
Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:33 PM  
Subject: Offer Letter  
To: <samukarani147@gmail.com>

Dear SAMUKARANI SWAIN,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

**PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>

Date: Fri, May 26, 2023, 5:39 PM

Subject: Offer Letter

To: <sk2001h@gmail.com>

Dear SK ABARAR HUSSAIN,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

Please ensure to carry the below List of Documents at the time of Joining without fail.

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3. Experience Certificates from previous employers as applicable.
4. 10th Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

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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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:41 PM  
Subject: Offer Letter  
To: <smaranikarath90@gmail.com>

Dear SMARANIKA RATH,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,  
Madhapur, Hitech City,  
Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

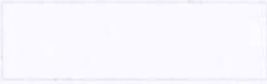
Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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2 attachments

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**Fwd: OFFER LETTER**

1 message

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

From: **HR** <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:43 PM  
Subject: Offer Letter  
To: <somapikabehera@gmail.com>

Dear SOMAPIKA BEHERA,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

## **PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,  
Madhapur, Hitech City,  
Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

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Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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**Fwd: OFFER LETTER**

1 message

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

From: HR <hr@pulsusgroup.org>  
Date: Fri, May 26, 2023, 5:44 PM  
Subject: Offer Letter  
To: <somyapaikaray0@gmail.com>

Dear SOMYA RANJAN PAIKARAY,

Congratulations & Greetings from PULSUS!!

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 "On Job Training- Journal" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 05/06/23 at 09.00 AM at the following venue:-**

**PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,  
Madhapur, Hitech City,  
Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

Need to carry all the documents mentioned in the above.

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 cancelled.

**Further queries please feel free to contact on the below number**

Thanks & Regards,

Human Resources



Ph: +91-9281016898

Ph: +91-9281016972

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WWW.PULSUS.COM 3K



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

**Fwd: OFFER LETTER PULSUS**

1 message

**Soumyashree Jena** <soumyashreej2@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 11:35 AM

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

From: **HR PULSUS** <hr@pulsusgroup.org>  
Date: Fri, 14 Apr 2023, 17:59  
Subject: OFFER LETTER PULSUS  
To: <soumyashreej2@gmail.com>

Dear SOUMYASHREE JENA,

Congratulations &amp; Greetings from PULSUS!!

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 "On Job Trainee" at PULSUS. 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 18000- month with deductions of PF, ESI & PT and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 15/05/2023 at 09.00 AM at the following venue:-**

**PULSUS**

1-90/, Plot-No- 20 Kavuri Hills,

Madhapur, Hitech City,

Hyderabad, INDIA. - 500081

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 Long Original Certificate (Is mandatory).
5. Aadhar Card Copy, PAN card copy & Bank Passbook main page 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.

In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

Need to carry all the documents mentioned in the above.

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 cancelled.

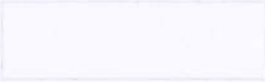
**Further queries please feel free to contact on the below number**

10/19/23, 2:17 PM

Gmail - Fwd: OFFER LETTER PULSUS

**Thanks & Regards,**

**Human Resources**



**Ph: +91-9281016898**

**Ph: +91-9281016972**

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**2 attachments**

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

**Fwd: Offer letter**

1 message

**Avinab Maharana** <avinabmaharana@gmail.com>  
To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Wed, Oct 11, 2023 at 11:35 AM

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

From: **HR - Cyto Biologics** <hr@cytobiologics.com>  
Date: Thu, May 25, 2023, 4:27 PM  
Subject: Offer letter  
To: <avinabmaharana@gmail.com>, Gopi - Cytobiologics <gopi@cytobiologics.com>

Dear Mr Avinab Maharana,

Greetings from Cytobiologics Pvt Ltd!

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for Cytobiologics Pvt Ltd as "**Trainee –Biologics Production**" located at Plot No: M4, Medical Device Park, Sultanpur (V), Patancheru(M), Sangareddy(D), Telangana.

The first 1 month will be a training period for which a stipend of Rs.12,000/- will be offered. After 1 month we will evaluate your performance and upon satisfaction of your performance you will be getting **1.8-2.0Lpa**.

**Please be advised that your scheduled date of employment commencement is set for June 5th, 2023. It is essential to note that failure to report for duty on the specified date may result in the offer letter being deemed void.** You are advised to submit the following documents for our verification and records while coming for joining :

- 1.Photo copies of certificates (Including marks sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- 2.Passport size Photographs – 6 No's.
- 3.Copy of PAN card & Aadhar Card, Self, Mother & Father's Aadhar card photo copies.
- 4.Bank account pass book photo copy

Should you require any further clarifications or have any inquiries, please do not hesitate to reach out to us. We are available to discuss any additional details or address any concerns you may have and we wish you all the best!

Regards

HR Department

Promea Therapeutics Pvt. Ltd.,  
Plot No. M4, Medical Device Park,  
Sultanpur, Patancheru, Sangareddy,  
Pin code: 502319



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

**Fwd: Offer letter**

1 message

Jagat Yadav &lt;lokeshjagat111@gmail.com&gt;

Wed, Oct 11, 2023 at 11:19 AM

To: "khyamakanta.mits@gmail.com" &lt;khyamakanta.mits@gmail.com&gt;

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

From: **HR - Cyto Biologics** <hr@cytobiologics.com>

Date: Thu, May 25, 2023, 4:27 PM

Subject: Offer letter

To: &lt;lokeshjagat111@gmail.com&gt;, Gopi - Cytobiologics &lt;gopi@cytobiologics.com&gt;

Dear Mr Jagat Yadav,

Greetings from Cytobiologics Pvt Ltd!

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for Cytobiologics Pvt Ltd as "**Trainee –Biologics Production**" located at Plot No: M4, Medical Device Park, Sultanpur (V), Patancheru(M), Sangareddy(D), Telangana.

The first 1 month will be a training period for which a stipend of Rs.12,000/- will be offered. After 1 month we will evaluate your performance and upon satisfaction of your performance you will be getting **1.8-2.0Lpa**.

**Please be advised that your scheduled date of employment commencement is set for June 5th, 2023. It is essential to note that failure to report for duty on the specified date may result in the offer letter being deemed void.** You are advised to submit the following documents for our verification and records while coming for joining :

- 1.Photo copies of certificates (Including marks sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- 2.Passport size Photographs – 6 No's.
- 3.Copy of PAN card & Aadhar Card, Self, Mother & Father's Aadhar card photo copies.
- 4.Bank account pass book photo copy

Should you require any further clarifications or have any inquiries, please do not hesitate to reach out to us. We are available to discuss any additional details or address any concerns you may have and we wish you all the best!

Regards

HR Department

9100554458

Promea Therapeutics Pvt. Ltd.,

Plot No. M4, Medical Device Park,

Sultanpur, Patancheru, Sangareddy,

Pin code: 502319



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

**Fwd: Offer letter**

1 message

Sriman B Khuntia <srimanbrajeswar@gmail.com>  
To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Wed, Oct 11, 2023 at 11:25 AM

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

From: **HR - Cyto Biologics** <hr@cytobiologics.com>  
Date: Thu, May 25, 2023, 4:27 PM  
Subject: Offer letter  
To: <srimanbrajeswar@gmail.com>, Gopi - Cytobiologics <gopi@cytobiologics.com>

Dear Mr Sriman B Khuntia,

Greetings from Cytobiologics Pvt Ltd!

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for Cytobiologics Pvt Ltd as "**Trainee –Biologics Production**" located at Plot No: M4, Medical Device Park, Sultanpur (V), Patancheru(M), Sangareddy(D), Telangana.

The first 1 month will be a training period for which a stipend of Rs.12,000/- will be offered. After 1 month we will evaluate your performance and upon satisfaction of your performance you will be getting **1.8-2.0Lpa**.

**Please be advised that your scheduled date of employment commencement is set for June 5th, 2023. It is essential to note that failure to report for duty on the specified date may result in the offer letter being deemed void.** You are advised to submit the following documents for our verification and records while coming for joining :

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Should you require any further clarifications or have any inquiries, please do not hesitate to reach out to us. We are available to discuss any additional details or address any concerns you may have and we wish you all the best!

Regards

HR Department

Promea Therapeutics Pvt. Ltd.,  
Plot No. M4, Medical Device Park,  
Sultanpur, Patancheru, Sangareddy,  
Pin code: 502319



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

**Fwd: offer letter**

1 message

**Jagat Yadav** <lokeshjagat111@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 11, 2023 at 11:23 AM

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

From: **Susil Baral** <susilbaral54@gmail.com>  
Date: Wed, Oct 11, 2023, 11:23 AM  
Subject: Fwd: offer letter  
To: Jagat Yadav <lokeshjagat111@gmail.com>

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

From: **HR - Cyto Biologics** <hr@cytobiologics.com>  
Date: Thu, May 25, 2023, 4:41 PM  
Subject: offer letter  
To: <susilbaral54@gmail.com>, Gopi - Cytobiologics <gopi@cytobiologics.com>

Dear Mr Sushil,

Greetings from Cytobiologics Pvt Ltd!

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for Cytobiologics Pvt Ltd as "**Trainee –Biologics Production**" located at Plot No: M4, Medical Device Park, Sultanpur (V), Patancheru(M), Sangareddy(D), Telangana.

The first 1 month will be a training period for which a stipend of Rs.12,000/- will be offered. After 1 month we will evaluate your performance and upon satisfaction of your performance you will be getting **1.8-2.0Lpa**.

**Please be advised that your scheduled date of employment commencement is set for June 5th, 2023. It is essential to note that failure to report for duty on the specified date may result in the offer letter being deemed void.** You are advised to submit the following documents for our verification and records while coming for joining :

- 1.Photo copies of certificates (Including marks sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- 2.Passport size Photographs – 6 No's.
- 3.Copy of PAN card & Aadhar Card, Self, Mother & Father's Aadhar card photo copies.
- 4.Bank account pass book photo copy

Should you require any further clarifications or have any inquiries, please do not hesitate to reach out to us. We are available to discuss any additional details or address any concerns you may have and we wish you all the best!

Regards  
HR Department  
9100554458  
Promea Therapeutics Pvt. Ltd.,  
Plot No. M4, Medical Device Park,  
Sultanpur, Patancheru, Sangareddy,

10/18/23, 4:33 PM

Gmail - Fwd: offer letter

Pin code: 502319

14<sup>th</sup> June 2023

To,

BISWAJIT PADHY

Subject – Offer Letter from Pulp ScitechSeries Publishing LLP

We are pleased to confirm our offer of employment with Pulp ScitechSeries publishing LLP, as **On Job Trainee**

Please review the contents of this offer letter carefully to confirm our understanding of your employment with the Pulp ScitechSeries publishing LLP. This offer letter supersedes all previous communications including verbal and/or in writing.

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| Basic             | 1,50,000 |
| HRA               | 60,000   |
| Special Allowance | 18,400   |
| Company PF        | 21,600   |
| Total             | 2,50,000 |

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Corporate office :  
2<sup>nd</sup> floor, above TS Sports & Toys and gift shop , Green hills Rd, KPHB Phase 15, Kukatpally  
Hyderabad, Telangana 500072

E-mail : [hr@scitechseries.com](mailto:hr@scitechseries.com) Website : [www.scitechseries.com](http://www.scitechseries.com)

giving the other party fifteen (15) days' written notice or payment in lieu of all or part of such notice period and 30 days after completion of probation.

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- By the Company at any time without notice or compensation if you: ◦ are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties; ◦ seriously breach the Code of Conduct and any other Company policies; ◦ disobey the Company's lawful and reasonable instructions/requirements; ◦ habitually neglect your duties; or ◦ otherwise commit a material breach of your employment terms.

**Confidentiality** You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers. Pulp ScitechSeries publishing LLP reserves all rights to initiate legal proceedings against you, if you found violating this clause.

For Pulp ScitechSeries publishing LLP

For PULP SCITECHSERIES PUBLISHING LLP  
Authorized Signatory

14/06

Signature  
BISWAJIT PADHY

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14<sup>th</sup> June 2023

To,

ANWESHA MISHRA

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For Pulp ScitechSeries publishing LLP

For PULP SCITECHSERIES PUBLISHING LLP  
Authorized Signatory

14/06

Signature  
ANWESHA MISHRA

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14<sup>th</sup> June 2023

To,

BIJAYA LAXMI PRADHAN

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For Pulp ScitechSeries publishing LLP

For PULP SCITECHSERIES PUBLISHING LLP  
Authorized Signatory

14/06

Signature  
BIJAYA LAXMI PRADHAN

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14<sup>th</sup> June 2023

To,

BISALAKHI AGASTY

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For Pulp ScitechSeries publishing LLP

For PULP SCITECHSERIES PUBLISHING LLP  
Authorized Signatory

14/06

Signature  
BISALAKHI AGASTY

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14<sup>th</sup> June 2023

To,

PREETI PALLAVI MUDULI

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For Pulp ScitechSeries publishing LLP

For PULP SCITECHSERIES PUBLISHING LLP  
Authorized Signatory

14/06

Signature  
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Authorized Signatory

14/06

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14<sup>th</sup> June 2023

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- By either party giving to the other prior written notice of at least the Notice Period or the Company making a payment in lieu of all or part of the Notice Period.
- By the Company at any time without notice or compensation if you: ◦ are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties; ◦ seriously breach the Code of Conduct and any other Company policies; ◦ disobey the Company's lawful and reasonable instructions/requirements; ◦ habitually neglect your duties; or ◦ otherwise commit a material breach of your employment terms.

**Confidentiality** You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers. Pulp ScitechSeries publishing LLP reserves all rights to initiate legal proceedings against you, if you found violating this clause.

For Pulp ScitechSeries publishing LLP

  
For PULP SCITECHSERIES PUBLISHING LLP  
Authorized Signatory

14/06

Signature  
SUSHREE SAMIKSHYA DAS

Corporate office :  
2<sup>nd</sup> floor, above TS Sports & Toys and gift shop , Green hills Rd, KPHB Phase 15, Kukatpally  
Hyderabad, Telangana 500072

E-mail : [hr@scitechseries.com](mailto:hr@scitechseries.com) Website : [www.scitechseries.com](http://www.scitechseries.com)

14<sup>th</sup> June 2023

To,

TEJASWINI MOHAPATRA

Subject – Offer Letter from Pulp ScitechSeries Publishing LLP

We are pleased to confirm our offer of employment with Pulp ScitechSeries publishing LLP, as **On Job Trainee**

Please review the contents of this offer letter carefully to confirm our understanding of your employment with the Pulp ScitechSeries publishing LLP. This offer letter supersedes all previous communications including verbal and/or in writing.

Please read this document to understand your employment package. In addition to the information on the following pages, you will also be required to abide by Pulp ScitechSeries publishing LLP's internal policies that are in force and amended periodically. These include our HR Policies, the Code of Conduct, relevant personal trading policies, and other policies and regulations implemented by the Company.

**Employment** Your employment will begin on **22<sup>nd</sup> June 2023**. This offer gets automatically revoked, if not reported by **22<sup>nd</sup> June 2023**.

**Probationary Period** Your probation period will be two (2) months. Your probation period will serve, among other things, to evaluate and verify your performance and your abilities as they pertain to your position. If we do not notify you at the end of your probationary period, you will be deemed to have successfully completed your probationary period.

**Working Hours/Place Of Work** Your local management will determine your specific working hours. You may also be required to work different or additional hours to perform your duties, depending on your department's needs.

**Remuneration** Your total fixed pay (excluding fines) will be INR 2,50,00 per annum and comprises the following components:

|                   |                 |
|-------------------|-----------------|
| Basic             | 1,50,000        |
| HRA               | 60,000          |
| Special Allowance | 18,400          |
| company PF        | 21,600          |
| Total             | <b>2,50,000</b> |

**Notice Period** During your probationary period, either party may terminate your employment by

Corporate office :  
2<sup>nd</sup> floor, above TS Sports & Toys and gift shop , Green hills Rd, KPHB Phase 15, Kukatpally  
Hyderabad, Telangana 500072

E-mail : [hr@scitechseries.com](mailto:hr@scitechseries.com) Website : [www.scitechseries.com](http://www.scitechseries.com)

giving the other party fifteen (15) days' written notice or payment in lieu of all or part of such notice period and 30 days after completion of probation.

**Leave** Your annual leave entitlement will be subject to relevant legislation and Pulp ScitechSeries publishing LLP's internal policies that are in force and amended from time to time.

**Termination** Your employment may be terminated as follows:

- By either party giving to the other prior written notice of at least the Notice Period or the Company making a payment in lieu of all or part of the Notice Period.
- By the Company at any time without notice or compensation if you: ° are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties; ° seriously breach the Code of Conduct and any other Company policies; ° disobey the Company's lawful and reasonable instructions/requirements; ° habitually neglect your duties; or ° otherwise commit a material breach of your employment terms.

**Confidentiality** You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your employment with the Company and during your employment with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your employment) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers. Pulp ScitechSeries publishing LLP reserves all rights to initiate legal proceedings against you, if you found violating this clause.

For Pulp ScitechSeries publishing LLP

For PULP SCITECHSERIES PUBLISHING LLP  
Authorized Signatory

14/06

Signature  
TEJASWINI MOHAPATRA

Corporate office :  
2<sup>nd</sup> floor, above TS Sports & Toys and gift shop , Green hills Rd, KPHB Phase 15, Kukatpally  
Hyderabad, Telangana 500072

E-mail : [hr@scitechseries.com](mailto:hr@scitechseries.com) Website : [www.scitechseries.com](http://www.scitechseries.com)



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

**Fwd: TCS Offer Letter**

1 message

**Sidhanta Swain** <sidhantaswain0642@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 11:56 AM

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

From: **TCS Recruitment - Entry Level** <recruitment.entrylevel@tcs.com>  
Date: Thu, 25 May 2023 at 10:33 PM  
Subject: TCS Offer Letter  
To: <sidhantaswain0642@gmail.com>

Dear **Sidhanta Swain**,

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.  
Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) / [ilp.support@tcs.com](mailto:ilp.support@tcs.com)

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

TCS NextStep (<https://nextstep.tcs.com>) can also be accessed from Android and iPhone.

=====  
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

 **DT20233887641\_OL.pdf**  
695K

**Date: 23rd August, 2023**

Jayasmin Patra  
At - Baniamal  
Post / Dist - Kendrapara

## Subject – Fixed Term Contract

Dear Jayasmin Patra,

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

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Bhubaneswar** for a period of **03 Months** with effect from **23rd August, 2023** to **22nd November, 2023** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 175218 (Rupees One Lakh Seventy Five Thousand Two Eighteen Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **23rd August, 2023**, and is effective till **22nd November, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Deepa Raghubanshi** at 9:00 AM to complete the joining formalities at **Tech Mahindra Limited, Plot. No: S-1, Old Building, Mitree Vihar Road, Chandrasekharpur, Bhubaneswar, Odisha - 751023**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd August, 2023**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Syed Shaffiuddin** (E-Mail: SS00517365@Techmahindra.com)

For Tech Mahindra Limited



**Mukul Sah**  
Group Head – HR & RMG

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

**Accepted**

Date:

Signature of Candidate:



## Annexure – A

|   |                              |                        |                        |
|---|------------------------------|------------------------|------------------------|
| NAME  | Monalisa Behera              |                        |                        |
| TITLE   | Associate - Customer Support |                        |                        |
| BAND  | U1                           |                        |                        |
| LOCATION  | Bhubaneswar                  |                        |                        |
| <b>Components of Total Cost to Company</b>  |                              | <b>Rs. (Per Annum)</b> | <b>Rs. (Per Month)</b> |
| Basic (@35% of Total Fixed Pay)   |                              | 60,655                 | 5,055                  |
| HRA (@70% of Basic Pay)   |                              | 42,458                 | 3,538                  |
| Bonus/Statutory Bonus   |                              | 12,131                 | 1,011                  |
| Employer's contribution to Provident Fund (@12% of Basic Pay)   |                              | 7,279                  | 607                    |
| Employer's contribution to ESIC (@3.25% of Fixed Pay)   |                              | 5,226                  | 435                    |
| Personal Pay  |                              | 45,551                 | 3,796                  |
| <b>Total Fixed Pay (Per Annum)</b>  |                              | <b>173,299</b>         | <b>14,442</b>          |
| <b>Cost to Company (CTC) .....(A)</b>   |                              | <b>173,299</b>         | <b>14,442</b>          |
| <b>Additional Benefits .....(B)</b>   |                              |                        |                        |
| Gratuity  |                              | 0                      |                        |
| Insurance Premiums (towards GTLI, GMIP and GPAI)  |                              | 1,919                  |                        |
| <b>Total Cost to Company (TCC) (Per Annum) -----(A) + (B)</b>   |                              | <b>175,218</b>         |                        |
| <b>Employee deductions (C )</b>   |                              |                        |                        |
| Employee's contribution to Provident Fund (@12% of Basic Pay)   |                              | 7,279                  | 607                    |
| Employee's contribution to ESIC (@0.75% of Fixed Pay)   |                              | 1,206                  | 100                    |
| <b>Total (C )</b>   |                              | <b>8,485</b>           | <b>707</b>             |
| <b>Take Home PA (during Training)</b>   |                              | 152,310                | 12,693                 |
| <b>Take Home PA (Post Training)</b>   |                              | 152,310                | 12,693                 |
| <b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.   |                              |                        |                        |
| <b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -   |                              |                        |                        |
| <b>i) Gratuity</b> : As per Payment of Gratuity Act   |                              |                        |                        |
| <b>ii) Insurance</b>  |                              |                        |                        |
| <b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate  |                              |                        |                        |
| <b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> . |                              |                        |                        |

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

**iii) Transport Allowance:**

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

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



**Mukul Sah  
Group Head – HR & RMG**

**Accepted by :**

**Location :**

**Date :**

Date: 23rd August, 2023

Monalisa Behera  
C/O: Bijay Ketan Behera, Aruhabad  
Aruhabad, Baleswar, Odisha-756044

## Subject – Fixed Term Contract

Dear Monalisa Behera,

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

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Bhubaneswar** for a period of **03 Months** with effect from **23rd August, 2023** to **22nd November, 2023** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 175218 (Rupees One Lakh Seventy Five Thousand Two Eighteen Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **23rd August, 2023**, and is effective till **22nd November, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Deepa Raghubanshi** at 9:00 AM to complete the joining formalities at **Tech Mahindra Limited, Plot. No: S-1, Old Building, Mitree Vihar Road, Chandrasekharpur, Bhubaneswar, Odisha - 751023**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd August, 2023**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Syed Shaffiuddin** (E-Mail: SS00517365@Techmahindra.com)

For Tech Mahindra Limited



**Mukul Sah**  
Group Head – HR & RMG

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

Accepted

Date:

Signature of Candidate:

## Annexure – A

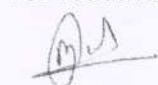
|  |                              |                        |
|--|------------------------------|------------------------|
| NAME   | Monalisa Behera              |                        |
| TITLE  | Associate - Customer Support |                        |
| BAND   | U1                           |                        |
| LOCATION   | Bhubaneswar                  |                        |
| <b>Components of Total Cost to Company</b>   | <b>Rs. (Per Annum)</b>       | <b>Rs. (Per Month)</b> |
| Basic (@35% of Total Fixed Pay)  | 60,655                       | 5,055                  |
| HRA (@70% of Basic Pay)  | 42,458                       | 3,538                  |
| Bonus/Statutory Bonus  | 12,131                       | 1,011                  |
| Employer's contribution to Provident Fund (@12% of Basic Pay)  | 7,279                        | 607                    |
| Employer's contribution to ESIC (@3.25% of Fixed Pay)  | 5,226                        | 435                    |
| Personal Pay   | 45,551                       | 3,796                  |
| <b>Total Fixed Pay (Per Annum)</b>   | <b>173,299</b>               | <b>14,442</b>          |
| <b>Cost to Company (CTC) .....(A)</b>  | <b>173,299</b>               | <b>14,442</b>          |
| <b>Additional Benefits .....(B)</b>  |                              |                        |
| Gratuity   | 0                            |                        |
| Insurance Premiums (towards GTLI, GMIP and GPAI)   | 1,919                        |                        |
| <b>Total Cost to Company (TCC) (Per Annum) -----(A) + (B)</b>  | <b>175,218</b>               |                        |
| <b>Employee deductions (C )</b>  |                              |                        |
| Employee's contribution to Provident Fund (@12% of Basic Pay)  | 7,279                        | 607                    |
| Employee's contribution to ESIC (@0.75% of Fixed Pay)  | 1,206                        | 100                    |
| <b>Total (C )</b>  | <b>8,485</b>                 | <b>707</b>             |
| <b>Take Home PA (during Training)</b>  | <b>152,310</b>               | <b>12,693</b>          |
| <b>Take Home PA (Post Training)</b>  | <b>152,310</b>               | <b>12,693</b>          |
| <b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.  |                              |                        |
| <b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -  |                              |                        |
| i) <b>Gratuity</b> : As per Payment of Gratuity Act  |                              |                        |
| ii) <b>Insurance</b>   |                              |                        |
| a) <b>Group Term Life Insurance (GTLI) Coverage</b> : You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate  |                              |                        |
| b) <b>Group Medical Coverage Plan (GMIP)</b> : You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> . |                              |                        |

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

**iii) Transport Allowance:**

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

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



**Mukul Sah  
Group Head – HR & RMG**

**Accepted by :**

**Location :**

**Date :**

**Date: 23rd August, 2023**

Ruchismita Sahoo  
At - Jemadeipur Po- Nuapatana  
PS-Tigiria Dist-cuttack  
Odisha, Pin-754035

## Subject – Fixed Term Contract

Dear Ruchismita Sahoo,

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

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Bhubaneswar** for a period of **03 Months** with effect from **23rd August, 2023** to **22nd November, 2023** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 175218 (Rupees One Lakh Seventy Five Thousand Two Eighteen Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **23rd August, 2023**, and is effective till **22nd November, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Deepa Raghubanshi** at 9:00 AM to complete the joining formalities at **Tech Mahindra Limited, Plot. No: S-1, Old Building, Mitree Vihar Road, Chandrasekharpur, Bhubaneswar, Odisha - 751023**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd August, 2023**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Syed Shaffiuddin** (E-Mail: SS00517365@Techmahindra.com)

For Tech Mahindra Limited



**Mukul Sah**  
Group Head – HR & RMG

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

Accepted

Date:

Signature of Candidate:



## Annexure – A

|  |                              |                        |                        |
|--|------------------------------|------------------------|------------------------|
| NAME   | Monalisa Behera              |                        |                        |
| TITLE  | Associate - Customer Support |                        |                        |
| BAND   | U1                           |                        |                        |
| LOCATION   | Bhubaneswar                  |                        |                        |
| <b>Components of Total Cost to Company</b>   |                              | <b>Rs. (Per Annum)</b> | <b>Rs. (Per Month)</b> |
| Basic (@35% of Total Fixed Pay)  |                              | 60,655                 | 5,055                  |
| HRA (@70% of Basic Pay)  |                              | 42,458                 | 3,538                  |
| Bonus/Statutory Bonus  |                              | 12,131                 | 1,011                  |
| Employer's contribution to Provident Fund (@12% of Basic Pay)  |                              | 7,279                  | 607                    |
| Employer's contribution to ESIC (@3.25% of Fixed Pay)  |                              | 5,226                  | 435                    |
| Personal Pay   |                              | 45,551                 | 3,796                  |
| <b>Total Fixed Pay (Per Annum)</b>   |                              | <b>173,299</b>         | <b>14,442</b>          |
| <b>Cost to Company (CTC) .....(A)</b>  |                              | <b>173,299</b>         | <b>14,442</b>          |
| <b>Additional Benefits .....(B)</b>  |                              |                        |                        |
| Gratuity   |                              | 0                      |                        |
| Insurance Premiums (towards GTLI, GMIP and GPAI)   |                              | 1,919                  |                        |
| <b>Total Cost to Company (TCC) (Per Annum) -----(A) + (B)</b>  |                              | <b>175,218</b>         |                        |
| <b>Employee deductions (C )</b>  |                              |                        |                        |
| Employee's contribution to Provident Fund (@12% of Basic Pay)  |                              | 7,279                  | 607                    |
| Employee's contribution to ESIC (@0.75% of Fixed Pay)  |                              | 1,206                  | 100                    |
| <b>Total (C )</b>  |                              | <b>8,485</b>           | <b>707</b>             |
| Take Home PA (during Training)   |                              | 152,310                | 12,693                 |
| Take Home PA (Post Training)   |                              | 152,310                | 12,693                 |
| <b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.  |                              |                        |                        |
| <b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -  |                              |                        |                        |
| i) <b>Gratuity</b> : As per Payment of Gratuity Act  |                              |                        |                        |
| ii) <b>Insurance</b>   |                              |                        |                        |
| a) <b>Group Term Life Insurance (GTLI) Coverage</b> : You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate  |                              |                        |                        |
| b) <b>Group Medical Coverage Plan (GMIP)</b> : You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> . |                              |                        |                        |

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

**iii) Transport Allowance:**

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

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



**Mukul Sah  
Group Head – HR & RMG**

**Accepted by :**

**Location :**

**Date :**

**Date: 23rd August, 2023**

**Saijyoti Sahoo**  
At-artung, Po-barapur  
Via-anantpur, Dist-bhadrak  
Pin-756125.

## **Subject – Fixed Term Contract**

Dear Saijyoti Sahoo,

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

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Bhubaneswar** for a period of **03 Months** with effect from **23rd August, 2023** to **22nd November, 2023** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 175218 (Rupees One Lakh Seventy Five Thousand Two Eighteen Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **23rd August, 2023**, and is effective till **22nd November, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Deepa Raghubanshi** at 9:00 AM to complete the joining formalities at **Tech Mahindra Limited, Plot. No: S-1, Old Building, Mitree Vihar Road, Chandrasekharpur, Bhubaneswar, Odisha - 751023**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd August, 2023**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Syed Shaffiuddin** (E-Mail: SS00517365@Techmahindra.com)

For Tech Mahindra Limited



**Mukul Sah**  
Group Head – HR & RMG

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

Accepted

Date:

Signature of Candidate:

## Annexure – A

|  |                              |                        |
|--|------------------------------|------------------------|
| NAME   | Monalisa Behera              |                        |
| TITLE  | Associate - Customer Support |                        |
| BAND   | U1                           |                        |
| LOCATION   | Bhubaneswar                  |                        |
| <b>Components of Total Cost to Company</b>   |                              |                        |
|  | <b>Rs. (Per Annum)</b>       | <b>Rs. (Per Month)</b> |
| Basic (@35% of Total Fixed Pay)  | 60,655                       | 5,055                  |
| HRA (@70% of Basic Pay)  | 42,458                       | 3,538                  |
| Bonus/Statutory Bonus  | 12,131                       | 1,011                  |
| Employer's contribution to Provident Fund (@12% of Basic Pay)  | 7,279                        | 607                    |
| Employer's contribution to ESIC (@3.25% of Fixed Pay)  | 5,226                        | 435                    |
| Personal Pay   | 45,551                       | 3,796                  |
| <b>Total Fixed Pay (Per Annum)</b>   | <b>173,299</b>               | <b>14,442</b>          |
| <b>Cost to Company (CTC) .....(A)</b>  | <b>173,299</b>               | <b>14,442</b>          |
| <b>Additional Benefits .....(B)</b>  |                              |                        |
| Gratuity   | 0                            |                        |
| Insurance Premiums (towards GTLI, GMIP and GPAI)   | 1,919                        |                        |
| <b>Total Cost to Company (TCC) (Per Annum) -----(A) + (B)</b>  | <b>175,218</b>               |                        |
| <b>Employee deductions (C )</b>  |                              |                        |
| Employee's contribution to Provident Fund (@12% of Basic Pay)  | 7,279                        | 607                    |
| Employee's contribution to ESIC (@0.75% of Fixed Pay)  | 1,206                        | 100                    |
| <b>Total (C )</b>  | <b>8,485</b>                 | <b>707</b>             |
| <b>Take Home PA (during Training)</b>  | 152,310                      | 12,693                 |
| <b>Take Home PA (Post Training)</b>  | 152,310                      | 12,693                 |
| <b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.  |                              |                        |
| <b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -  |                              |                        |
| i) <b>Gratuity</b> : As per Payment of Gratuity Act  |                              |                        |
| ii) <b>Insurance</b>   |                              |                        |
| a) <b>Group Term Life Insurance (GTLI) Coverage</b> : You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate  |                              |                        |
| b) <b>Group Medical Coverage Plan (GMIP)</b> : You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> . |                              |                        |

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

**iii) Transport Allowance:**

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

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

**Accepted by :**



**Mukul Sah  
Group Head – HR & RMG**

**Location :**

**Date :**

**Date: 23rd August, 2023**

**Sonali Routray**  
Rukutipat, Balichandrapur,  
Jajpur, Odisha

## Subject – Fixed Term Contract

Dear **Sonali Routray**,

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

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Bhubaneswar** for a period of **03 Months** with effect from **23rd August, 2023** to **22nd November, 2023** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 175218 (Rupees One Lakh Seventy Five Thousand Two Eighteen Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **23rd August, 2023**, and is effective till **22nd November, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Deepa Raghubanshi** at 9:00 AM to complete the joining formalities at **Tech Mahindra Limited, Plot. No: S-1, Old Building, Mitree Vihar Road, Chandrasekharapur, Bhubaneswar, Odisha - 751023**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd August, 2023**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Syed Shaffiuddin** (E-Mail: SS00517365@Techmahindra.com)

For Tech Mahindra Limited



**Mukul Sah**  
Group Head – HR & RMG

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

Accepted

Date:

Signature of Candidate:



## Annexure – A

|  |                              |                        |
|--|------------------------------|------------------------|
| NAME   | Monalisa Behera              |                        |
| TITLE  | Associate - Customer Support |                        |
| BAND   | U1                           |                        |
| LOCATION   | Bhubaneswar                  |                        |
| <b>Components of Total Cost to Company</b>   |                              |                        |
|  | <b>Rs. (Per Annum)</b>       | <b>Rs. (Per Month)</b> |
| Basic (@35% of Total Fixed Pay)  | 60,655                       | 5,055                  |
| HRA (@70% of Basic Pay)  | 42,458                       | 3,538                  |
| Bonus/Statutory Bonus  | 12,131                       | 1,011                  |
| Employer's contribution to Provident Fund (@12% of Basic Pay)  | 7,279                        | 607                    |
| Employer's contribution to ESIC (@3.25% of Fixed Pay)  | 5,226                        | 435                    |
| Personal Pay   | 45,551                       | 3,796                  |
| <b>Total Fixed Pay (Per Annum)</b>   | <b>173,299</b>               | <b>14,442</b>          |
| <b>Cost to Company (CTC) .....(A)</b>  | <b>173,299</b>               | <b>14,442</b>          |
| <b>Additional Benefits .....(B)</b>  |                              |                        |
| Gratuity   | 0                            |                        |
| Insurance Premiums (towards GTLI, GMIP and GPAL)   | 1,919                        |                        |
| <b>Total Cost to Company (TCC) (Per Annum) -----(A) + (B)</b>  | <b>175,218</b>               |                        |
| <b>Employee deductions (C )</b>  |                              |                        |
| Employee's contribution to Provident Fund (@12% of Basic Pay)  | 7,279                        | 607                    |
| Employee's contribution to ESIC (@0.75% of Fixed Pay)  | 1,206                        | 100                    |
| <b>Total (C )</b>  | <b>8,485</b>                 | <b>707</b>             |
| <b>Take Home PA (during Training)</b>  | <b>152,310</b>               | <b>12,693</b>          |
| <b>Take Home PA (Post Training)</b>  | <b>152,310</b>               | <b>12,693</b>          |
| <b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.  |                              |                        |
| <b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -  |                              |                        |
| i) <b>Gratuity</b> : As per Payment of Gratuity Act  |                              |                        |
| ii) <b>Insurance</b>   |                              |                        |
| a) <b>Group Term Life Insurance (GTLI) Coverage</b> : You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate  |                              |                        |
| b) <b>Group Medical Coverage Plan (GMIP)</b> : You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> . |                              |                        |

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

**iii) Transport Allowance:**

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

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

**Accepted by :**



**Mukul Sah  
Group Head – HR & RMG**

**Location :**

**Date :**

**Date: 23rd August, 2023**

Subhadarshini Sahoo  
Charchika sahi, Banki,  
Cuttack, Odisha, 754008

## Subject – Fixed Term Contract

Dear Subhadarshini Sahoo,


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

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Bhubaneswar** for a period of **03 Months** with effect from **23rd August, 2023** to **22nd November, 2023** on the terms and conditions as specified in this Letter.
2. Your "Annual Total Cash Compensation" will be **Rs. 175218 (Rupees One Lakh Seventy Five Thousand Two Eighteen Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **23rd August, 2023**, and is effective till **22nd November, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Deepa Raghubanshi** at 9:00 AM to complete the joining formalities at **Tech Mahindra Limited, Plot. No: S-1, Old Building, Mitree Vihar Road, Chandrasekharpur, Bhubaneswar, Odisha - 751023**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd August, 2023**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Syed Shaffiuddin** (E-Mail: SS00517365@Techmahindra.com)

For Tech Mahindra Limited



**Mukul Sah**  
Group Head – HR & RMG

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

Accepted

Date:

Signature of Candidate:

## Annexure – A

|   |                              |                 |
|---|------------------------------|-----------------|
| NAME  | Monalisa Behera              |                 |
| TITLE   | Associate - Customer Support |                 |
| BAND  | U1                           |                 |
| LOCATION  | Bhubaneswar                  |                 |
| <b>Components of Total Cost to Company</b>  |                              |                 |
| Basic (@35% of Total Fixed Pay)   | Rs. (Per Annum)              | Rs. (Per Month) |
| Basic (@35% of Total Fixed Pay)   | 60,655                       | 5,055           |
| HRA (@70% of Basic Pay)   | 42,458                       | 3,538           |
| Bonus/Statutory Bonus   | 12,131                       | 1,011           |
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| Employer's contribution to ESIC (@3.25% of Fixed Pay)   | 5,226                        | 435             |
| Personal Pay  | 45,551                       | 3,796           |
| <b>Total Fixed Pay (Per Annum)</b>  | <b>173,299</b>               | <b>14,442</b>   |
| <b>Cost to Company (CTC) .....(A)</b>   | <b>173,299</b>               | <b>14,442</b>   |
| <b>Additional Benefits .....(B)</b>   |                              |                 |
| Gratuity  | 0                            |                 |
| Insurance Premiums (towards GTLI, GMIP and GPAI)  | 1,919                        |                 |
| <b>Total Cost to Company (TCC) (Per Annum) -----(A) + (B)</b>   | <b>175,218</b>               |                 |
| <b>Employee deductions (C)</b>  |                              |                 |
| Employee's contribution to Provident Fund (@12% of Basic Pay)   | 7,279                        | 607             |
| Employee's contribution to ESIC (@0.75% of Fixed Pay)   | 1,206                        | 100             |
| <b>Total (C)</b>  | <b>8,485</b>                 | <b>707</b>      |
| <b>Take Home PA (during Training)</b>   | <b>152,310</b>               | <b>12,693</b>   |
| <b>Take Home PA (Post Training)</b>   | <b>152,310</b>               | <b>12,693</b>   |
| <b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.   |                              |                 |
| <b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -   |                              |                 |
| i) <b>Gratuity</b> : As per Payment of Gratuity Act   |                              |                 |
| ii) <b>Insurance</b>  |                              |                 |
| a) <b>Group Term Life Insurance (GTLI) Coverage</b> : You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate   |                              |                 |
| b) <b>Group Medical Coverage Plan (GMIP)</b> : You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> . |                              |                 |

**c) Group Personal Accident Insurance (GPAI) coverage:** You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

**iii) Transport Allowance:**

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

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



**Mukul Sah  
Group Head – HR & RMG**

**Accepted by :**

**Location :**

**Date :**



# VIJAYA DIAGNOSTIC CENTRE

Date: 24/07/2021.

## Letter of Intent

To,

Ms. Boujanka Day

With reference to the interview you had with us, we are pleased to inform you that you have been shortlisted for the position of "Trainee Sample Collector". This Letter of intent is made by Vijaya Diagnostic Centre Limited and your date of joining as on or Before 17/Aug/2021. Your stipend will be Rs 14,000/- per month (Rupees fourteen thousand Only). please find below other terms & condition

- Accommodation will be provided by VDCL, with nominal charges of Rs.2000/- per month. Accommodation is applicable for outstation trainees only basis availability.
- Based on performance evaluation on technical & behaviour evaluation by Manager the stipend will be revised after completion of 1 year training with VDCL.
- If Trainee submits NOC from the University and submit to Telangana Paramedical for certification purposes, then VDCL will transition Trainee to On-roll based on performance assessment. Otherwise there will be no extension after 2 years.
- Trainees will be entitled for a sum assured of Rupees One lakh Mediclaim insurance benefit in case of hospitalisation. Post one year completion premium charges will be deducted from trainee stipend.
- Trainees hired have to work on assigned shift based on operational requirements
- Trainees are entitled for 12 Casual Leaves in a year, i.e. 1.0 leaves are credited in Trainee account every month from the date of joining
- Any disciplinary / behavioural misconduct or Code of Conduct violation or absconding will lead to immediate termination as per VDC policy; Trainee will not be given the experience letter.
- Trainee has to work for minimum one year duration with VDCL to get experience letter.

Welcome to the VDC Family, we look forward for your acceptance by signing.

For VIJAYA DIAGNOSTIC CENTRE LIMITED.

AUTHORIZED SIGNATORY



Vijaya Diagnostic Centre Limited (Formerly known as Vijaya Diagnostic Centre Pvt. Ltd.),  
3-6-16 & 17, Street # 19, Himayath Nagar, Hyderabad-29, Telangana  
☎ 040-2342 0422 to 27 | ✉ info@vijayadiagnostic.com

CIN No. U85195TG2002PLC039075

The Pioneers in Diagnostic Medicare...



March 31, 2023

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

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

Dear Pratish 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

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

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

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

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to



participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

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

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

## 3. Appointment Details:

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

## 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

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

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

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

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

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

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

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

#### 19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

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

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

#### **Travel**

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

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

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and



Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

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

**Skill Preferences 1 :** Python Automation Testing

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** Java-MEAN

**Location Preferences 2 :** Hyderabad

**Skill Preferences 3 :** ORACLE

**Location Preferences 3 :** Bangalore

Accept  Decline

**Signature** Pratish Sahoo 31/3/2023 8:48 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

26518808



April 28, 2023

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

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

Dear Sumit Ojha,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

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

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

## 3. Appointment Details:

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

## 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

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

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

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

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

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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



- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

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

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

#### 19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

I Sumit Ojha, 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 enrolment with Wipro, being a part of WILP.

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

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

#### ANNEXURE II

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

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

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

**Skill Preferences 1 :** Java-MEAN

**Location Preferences 1 :** Bhubaneswar

**Skill Preferences 2 :** Product\_Testing

**Location Preferences 2 :** Bangalore

**Skill Preferences 3 :** DAAI -Cloud & Digital Database

**Location Preferences 3 :** Kolkata

Accept  Decline

**Signature** Sumit Ojha 28/4/2023 5:21 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

26656892



March 30, 2023

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

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

Dear Nikhil Pradhan,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

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

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

## 3. Appointment Details:

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

## 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.



- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

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

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

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

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

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

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

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

#### 19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

I Nikhil Pradhan, 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 enrolment with Wipro, being a part of WILP.

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

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

#### ANNEXURE II

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

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

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

**Skill Preferences 1 :** Java-MEAN

**Location Preferences 1 :** Bangalore

**Skill Preferences 2 :** Python Automation Testing

**Location Preferences 2 :** Bangalore

**Skill Preferences 3 :** ORACLE

**Location Preferences 3 :** Bangalore

Accept  Decline

**Signature** Nikhil Pradhan 30/3/2023 10:31 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

26519187



April 21, 2023

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

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

Dear Pallavi mahala,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

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

**2. Duration:**

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

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

### 3. Appointment Details:

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

### 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

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



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

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

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

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

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

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

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

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

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

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

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

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

Yours sincerely,

For Wipro Limited,



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

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

culture and business etiquette.

### Technology Readiness Program - TRP

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

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

### ANNEXURE – IV

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

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

#### Travel

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

#### Accommodation, Food & other Miscellaneous Expenses

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

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

**Skill Preferences 1 :** Java-MEAN

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** UNIX C SYS

**Location Preferences 3 :** Hyderabad

Accept  Decline

**Signature** Pallavi mahala 21/4/2023 5:38 PM

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

**Wipro  
Limited**

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

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

Sarjapur  
Road

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Bengaluru  
560 035

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India

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26562835



April 11, 2023

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

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

Dear Rajesh Behera,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For **Wipro Limited**,

**Aparna 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.

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

##### 3. Appointment Details:

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

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

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

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

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

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

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

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



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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

#### Book Allowance:

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

#### 5. Training Agreement:

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

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

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

#### 7. Regulations of Academic Study:

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
  - ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
  - iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
  - iv. You will not be able to change Specialization track after enrolment.
  - v. Overall program duration is 4 years from date of enrolment of academic program.
- As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vi. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
  - vii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
  - viii. 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.
  - ix. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
  - x. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
  - xi. 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.
  - xii. Attending 75% of contact session is mandatory for each course to appear for examinations.
  - xiii. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
  - xiv. 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.
  - xv. 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.
  - xvi. 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
  - xvii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
  - xviii. The 8th semester of study is fully devoted for dissertation / project work
  - xix. 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

- ii. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- iii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- iiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- v. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- vi. 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.
- vii. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- viii. 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.
- ix. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

#### 8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

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

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice 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.**

#### 14. Cancellation of Enrolment:

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

#### 15. Study Hours:

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

#### 16. General:

- i This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.

ii 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.

- i During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

#### 19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

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 Rajesh Behera, 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 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 behavioural skills.

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

**Tra.**

i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

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

i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

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

**Skill Preferences 1:** DAAI -Information Management (IM)

**Skill Preferences 2:** CIS - Data Centre

**Skill Preferences 3:** Python App

**Location Preferences 1:** Bhubaneswar

**Location Preferences 2:** Bhubaneswar

**Location Preferences 3:** Mumbai

Accept  Decline

**Signature** Rajesh Behera 11/4/2023 12:01 PM

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

Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : [info@wipro.com](mailto:info@wipro.com)  
Bengaluru 560 035 W : [wipro.com](http://wipro.com)  
India C : L32102KA1945PLC020800

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January 27, 2023

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

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

Dear Aishwarya 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

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

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

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

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

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

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

## 3. Appointment Details:

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

## 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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



- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

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

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

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

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

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

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

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

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

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

#### 19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

I Aishwarya 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 grooms campus selects to help them face the challenges of the corporate world.

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

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

1/27/23, 3:16 PM

[https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Wipro\\_WILP\\_Enrollment\\_Letter\\_Template\\_20...](https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Wipro_WILP_Enrollment_Letter_Template_20...)

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

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

**Skill Preferences 1 :** Product\_Testing

**Location Preferences 1 :** Hyderabad

**Skill Preferences 2 :** DAAI -Cloud & Digital Database

**Location Preferences 2 :** Bhubaneshwar

**Skill Preferences 3 :** Java-MEAN

**Location Preferences 3 :** Kolkata

Accept  Decline

**Signature** Aishwarya Das 27/1/2023 3:08 PM

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

Registered Office:

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

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

26178943



January 28, 2023

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

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

Dear Aman Kunjilwar,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

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

**2. Duration:**

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

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

### 3. Appointment Details:

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

### 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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



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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

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

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

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

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

#### 13. Misconduct:

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

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

#### 14. Cancellation of Enrolment:

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

#### 15. Study Hours:

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

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

**19. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,



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

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

culture and business etiquette.

### Technology Readiness Program - TRP

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

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

### ANNEXURE – IV

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

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

#### Travel

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

#### Accommodation, Food & other Miscellaneous Expenses

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

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

**Skill Preferences 1 :** JAVA-J2EE

**Location Preferences 1 :** Bhubaneswar

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** DAAI -Cloud & Digital Database

**Location Preferences 3 :** Bangalore

Accept  Decline

**Signature** Aman Kunjilwar 28/1/2023 8:59 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

26179255





April 27, 2023

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

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

Dear Ananya Routray,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For **Wipro Limited**,

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

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

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

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

## 3. Appointment Details:

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

## 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

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

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

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

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

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

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

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

#### 19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

I Ananya Routray, 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 enrolment with Wipro, being a part of WILP.

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

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

#### ANNEXURE II

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



aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

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

**Skill Preferences 1 :** Python App

**Location Preferences 1 :** Hyderabad

**Skill Preferences 2 :** Product\_Testing

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** Python Automation Testing

**Location Preferences 3 :** Bangalore

Accept  Decline

**Signature** Ananya Routray 27/4/2023 10:27 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

26645183

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

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

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

## 3. Appointment Details:

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

## 4. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

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

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

#### **Book Allowance:**

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

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

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

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

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

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

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

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

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

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

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

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

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

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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



- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

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

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

#### 19. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

I Ankit Sahu, 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 enrolment with Wipro, being a part of WILP.

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

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

#### ANNEXURE II

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

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

### **ANNEXURE – IV**

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

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

##### **Travel**

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

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

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

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

**Skill Preferences 1 :** JAVA-J2EE

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Bhubaneshwar

**Skill Preferences 3 :** .NET-FS

**Location Preferences 3 :** Bhubaneshwar

Accept  Decline

**Signature** Ankit Sahu 18/1/2023 6:58 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

26125355



April 27, 2023

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

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

Dear Ashutosh Parida,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,  
For **Wipro Limited**,

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

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

**Endorsement**

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

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

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

**2. Duration:**

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

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

**3. Appointment Details:**

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

**4. Scholarship/Stipend and Benefits**

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

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

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

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

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### 5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### 6. Project Readiness Program (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### 7. Regulations of Academic Study:

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
  - iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
  - iv. You will not be able to change Specialization track after enrolment.
  - v. Overall program duration is 4 years from date of enrolment of academic program.
  - vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
  - vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
  - viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
  - ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
  - x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
  - xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
  - xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
  - xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
  - xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
  - xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
  - xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
  - xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
  - xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
  - xix. The 8th semester of study is fully devoted for dissertation / project work
  - xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
  - xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
  - xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
  - xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
  - xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
  - xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
  - xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
  - xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
  - xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.
- Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to

be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### **18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### **19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,



For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

##### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Ashutosh Parida, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

##### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

##### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in-the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

##### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

#### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

##### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

##### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's**

stipend.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following; Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Java-MEAN

**Location Preferences 1 :** Bhubaneswar

**Skill Preferences 2 :** DAAI -Cloud & Digital Database

**Location Preferences 2 :** Bangalore

**Skill Preferences 3 :** Python Automation Testing

**Location Preferences 3 :** Hyderabad

Accept  Decline

**Signature** Ashutosh Parida 27/4/2023 2:55 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 W :wipro.com  
035  
India C :L32102KA1945PLC020800

26645791



March 31, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Aurosmaran 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

## 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

## 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by



you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### 18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### 19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Aurosmaran 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:

- 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 enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### ANNEXURE – III

#### INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

##### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Product\_Testing

**Location Preferences 1 :** Bhubaneswar

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Hyderabad

**Skill Preferences 3 :** Python Automation Testing

**Location Preferences 3 :** Kolkata

Accept  Decline

**Signature** Aurosmaran Mohapatra 31/3/2023 1:37 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

26519001



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

**Fwd: Wipro Enrolment Letter**

1 message

**Ayush Mallick** <ayushmallick2000@gmail.com>  
To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Thu, Oct 19, 2023 at 2:02 PM

Sir, Ayush Mallick here. It's my offer letter.

----- Forwarded message -----

From: **Wipro offer letter** <wipro+email+5kvyyu-8a1899fb6e@talent.icims.com>  
Date: Mon, Feb 27, 2023, 9:34 AM  
Subject: Wipro Enrolment Letter  
To: <ayushmallick2000@gmail.com>



Dear Ayush Mallick,

What if you could turn your ambition to action? Let's work on that together at Wipro!

We are happy to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro. For us at Wipro, success is the outcome of choice and expectations, and we hope we have matched yours in the offer below. Let us know by clicking on "Accept" or "Decline" after you have read through the details using a desktop / laptop. (Note that you will not be able to save the offer letter if you open the link through a mobile phone).

Once you have accepted our offer, we will be in touch with next steps and all the other exciting little things that go into bringing you into our family.

**How to accept and save your offer letter:**

- Open this email on desktop / laptop, click on the **offer letter link** mentioned below.
- Log in with the login name [ayushmallick2000@gmail.com](mailto:ayushmallick2000@gmail.com) and your password. (If you do not know your password, you can reset it by clicking [here](#).)
- **Click on Accept ► Signature check box ► Submit and Print ► Web browser ► ctrl+P ► Save as pdf ► Save ► Select destination on your system to download**

**Important:** Save your offer letter as soon as you accept your offer, as the link will expire and you will not be able to open the page again.

**We are sure you are excited as we are to get started, but we do need to inform you that this offer will expire after 14 days.** If we do not hear from you by then, we will conclude that you have unfortunately decided not to continue with the Wipro fresher hiring.

**But above all, we look forward to welcoming you on board and creating amazing things together.**

**Click on the link below to accept or decline this offer using a desktop / laptop:  
Click to Complete**

If you would like to discuss this further, do not hesitate to contact [manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Warm Regards,

Team Wipro

We are an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies/partners to collect any fee for recruitment. If you encounter any suspicious email, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on [helpdesk.recruitment@wipro.com](mailto:helpdesk.recruitment@wipro.com)

Connect with us through our social media channels



**wipro**: Ambitions Realized.

This is an auto-generated mail. Please do not respond.

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This message was sent to [ayushmallick2000@gmail.com](mailto:ayushmallick2000@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=695026347132&contactId=32210355>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



January 28, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear B D mohanta,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**



The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I B D mohanta, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** UNIX C++ SYS

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** JAVA-J2EE

**Location Preferences 3 :** Bangalore

Accept  Decline

**Signature** B D mohanta 28/1/2023 9:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:



**Wipro  
Limited**

T :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054

Sarjapur  
Road

E :info@wipro.com

Bengaluru  
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

26176346



January 18, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Ankit Sahu,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", 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



January 30, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Debashis parida,

**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.

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**Aparna Shailen**  
General Manager - Human Resources

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**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

## 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

## 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\* You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by



you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### 18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### 19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Debashis parida, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### ANNEXURE – III

#### INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

##### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Product\_Testing

**Skill Preferences 2 :** DAAI -Cloud & Digital Database

**Skill Preferences 3 :** Java-MEAN

**Location Preferences 1 :** Bhubaneswar

**Location Preferences 2 :** Chennai

**Location Preferences 3 :** Kolkata

Accept  Decline

**Signature** Debashis parida 30/1/2023 5:25 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

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April 10, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear HRUSHIKESH BEHERA,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

## 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

## 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\* You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.



- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice 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.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### 16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### 17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### 18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### 19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I HRUSHIKESH BEHERA, 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 enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES**

##### **Travel**

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1** : Java-MEAN

**Location Preferences 1** : Hyderabad

**Skill Preferences 2** : Python Automation Testing

**Location Preferences 2** : Chennai

**Skill Preferences 3** : DAAI -Cloud & Digital Database

**Location Preferences 3** : Kolkata

Accept  Decline

**Signature** HRUSHIKESH BEHERA 10/4/2023 10:13 AM  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

26561759



March 6, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Madhu Ghosh,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due



to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited,**

**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000).**

I Madhu Ghosh, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

**ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

**ANNEXURE - III**

**INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

**Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** JAVA-J2EE

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** UNIX C SYS

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** Python App

**Location Preferences 3 :** Bangalore

Accept  Decline

**Signature** Madhu Ghosh 6/3/2023 8:21 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

06/03/2023, 20:23

[https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Wipro\\_WILP\\_Enrollment\\_Letter\\_Templa...](https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Wipro_WILP_Enrollment_Letter_Templa...)

**Wipro  
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India

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26346808





April 29, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Prabhakar choudhury,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Prabhakar choudhury, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work



culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Product\_Testing

**Location Preferences 1 :** Hyderabad

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** Python Automation Testing

**Location Preferences 3 :** Chennai

Accept  Decline

**Signature** Prabhakar choudhury 29/4/2023 8:06 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

26646260



January 30, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear pranaya 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/-(Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work .
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:



- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I pranaya 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 grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Product\_Testing

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** DAAI -Cloud & Digital Database

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** Java-MEAN

**Location Preferences 3 :** Hyderabad

Accept  Decline

**Signature** pranaya swain 30/1/2023 5:30 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

26178099



January 30, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Prasanta Satapathy,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.



Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice 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.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

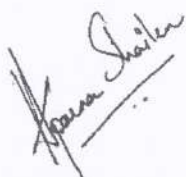
**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Prasanta Satapathy, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** JAVA-J2EE

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** UNIX C++ SYS

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** ORACLE

**Location Preferences 3 :** Hyderabad

Accept  Decline

**Signature** Prasanta Satapathy 30/1/2023 4:55 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

26179560



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

**Re: Wipro Enrolment Letter**

1 message

Priyanka Mishra <princypryanacy1@gmail.com>  
To: Khyamakanta Sahu <khyamakanta.mits@gmail.com>

Thu, Oct 19, 2023 at 1:12 PM

On Thu, Mar 30, 2023, 5:21 PM Wipro offer letter <wipro+email+5pf7x-ae8436afe6@talent.icims.com> wrote:



Dear Priyanka Mishra,

What if you could turn your ambition to action? Let's work on that together at Wipro!

We are happy to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro. For us at Wipro, success is the outcome of choice and expectations, and we hope we have matched yours in the offer below. Let us know by clicking on "Accept" or "Decline" after you have read through the details using a desktop / laptop. (Note that you will not be able to save the offer letter if you open the link through a mobile phone).

Once you have accepted our offer, we will be in touch with next steps and all the other exciting little things that go into bringing you into our family.

**How to accept and save your offer letter:**

- Open this email on desktop / laptop, click on the **offer letter link** mentioned below.
- Log in with the login name [princypriyancy1@gmail.com](mailto:princypriyancy1@gmail.com) and your password. (If you do not know your password, you can reset it by clicking [here](#).)
- **Click on Accept ► Signature check box ► Submit and Print ► Web browser ► ctrl+P ► Save as pdf ► Save ► Select destination on your system to download**

**Important:** Save your offer letter as soon as you accept your offer, as the link will expire and you will not be able to open the page again.

**We are sure you are excited as we are to get started, but we do need to inform you that this offer will expire after 14 days.** If we do not hear from you by then, we will conclude that you have unfortunately decided not to continue with the Wipro fresher hiring.

**But above all, we look forward to welcoming you on board and creating amazing things together.**

**Click on the link below to accept or decline this offer using a desktop / laptop:  
Click to Complete**

If you would like to discuss this further, do not hesitate to contact [manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Warm Regards,

Team Wipro

We are an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies/partners to collect any fee for recruitment. If you encounter any suspicious email, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on [helpdesk.recruitment@wipro.com](mailto:helpdesk.recruitment@wipro.com)



Connect with us through our social media channels



**wipro** Ambitions Realized.

This is an auto-generated mail. Please do not respond.

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This message was sent to princypriyancy1@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=7B4326519622&contactId=33063729>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



April 27, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Preetismita 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

## 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

## 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice 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.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.



- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### 18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### 19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Preetismita 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:

- 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 enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES**

##### **Travel**

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** JAVA-J2EE

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** ORACLE

**Location Preferences 3 :** Bangalore

Accept  Decline

**Signature** Preetismita Swain 27/4/2023 8:52 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

26646715



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

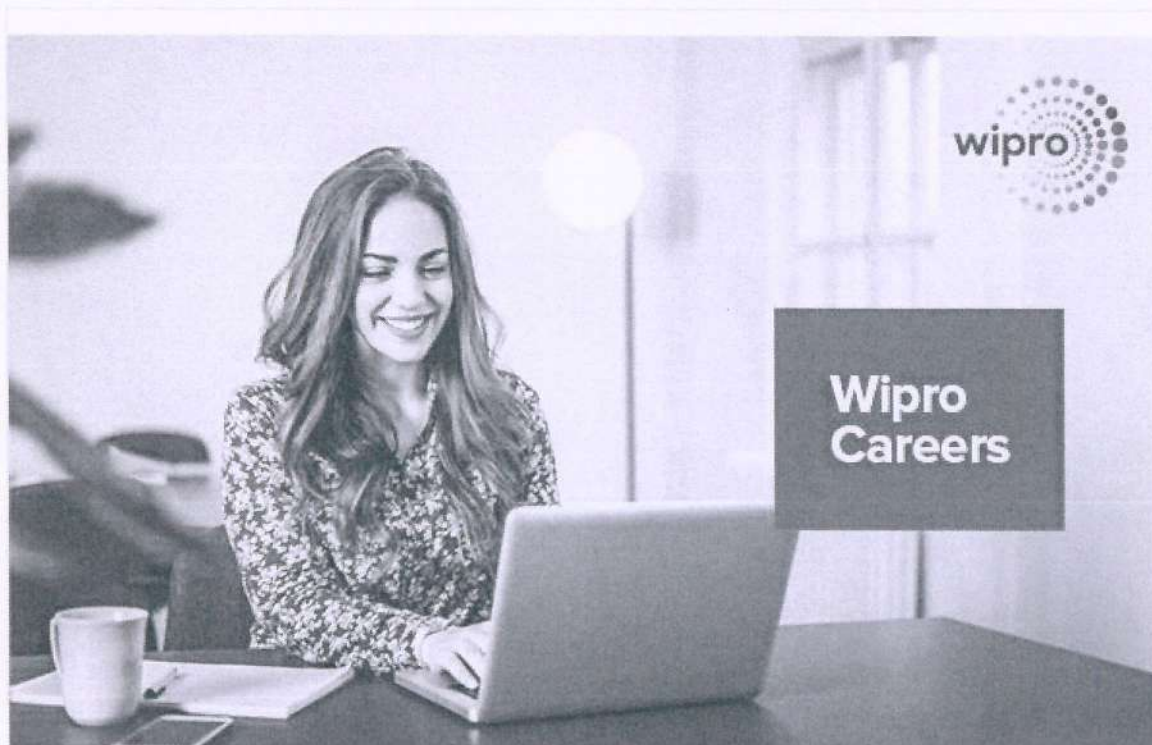
**Re: Wipro Enrolment Letter**

1 message

**Rudra Prasad Routray** <rudraprasadroutray038@gmail.com>  
To: khyamakanta.mits@gmail.com

Wed, Oct 18, 2023 at 9:52 PM

On Wed, 29 Mar, 2023, 5:52 pm Wipro offer letter, &lt;wipro+email+5p9ps-bb6ea77014@talent.icims.com&gt; wrote:



Dear RUDRA ROUTRAY,

What if you could turn your ambition to action? Let's work on that together at Wipro!

We are happy to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro. For us at Wipro, success is the outcome of choice and expectations, and we hope we have matched yours in the offer below. Let us know by clicking on "Accept" or "Decline" after you have read through the details using a desktop / laptop. (Note that you will not be able to save the offer letter if you open the link through a mobile phone).

Once you have accepted our offer, we will be in touch with next steps and all the other exciting little things that go into bringing you into our family.

**How to accept and save your offer letter:**

- Open this email on desktop / laptop, click on the **offer letter link** mentioned below.
- Log in with the login name [rudraprasadroutray038@gmail.com](mailto:rudraprasadroutray038@gmail.com) and your password. (If you do not know your password, you can reset it by clicking [here](#).)
- **Click on Accept ► Signature check box ► Submit and Print ► Web browser ► ctrl+P ► Save as pdf ► Save ► Select destination on your system to download**

**Important:** Save your offer letter as soon as you accept your offer, as the link will expire and you will not be able to open the page again.

**We are sure you are excited as we are to get started, but we do need to inform you that this offer will expire after 14 days.** If we do not hear from you by then, we will conclude that you have unfortunately decided not to continue with the Wipro fresher hiring.

**But above all, we look forward to welcoming you on board and creating amazing things together.**

**Click on the link below to accept or decline this offer using a desktop / laptop:  
Click to Complete**

If you would like to discuss this further, do not hesitate to contact [manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Warm Regards,

Team Wipro

We are an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies/partners to collect any fee for recruitment. If you encounter any suspicious email, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on [helpdesk.recruitment@wipro.com](mailto:helpdesk.recruitment@wipro.com)

Connect with us through our social media channels



**wipro** Ambitions Realized.

This is an auto-generated mail. Please do not respond.

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This message was sent to rudraprasadroutray038@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=D67F26514939&contactId=33037586>

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March 1, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Sambit Parida,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

## 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

## 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |



(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.

- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by

you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### 18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### 19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Sambit Parida, 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 enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES**

##### **Travel**

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Java-MEAN

**Location Preferences 1 :** Kolkata

**Skill Preferences 2 :** JAVA-J2EE

**Location Preferences 2 :** Bangalore

**Skill Preferences 3 :** ORACLE

**Location Preferences 3 :** Hyderabad

Accept  Decline

**Signature** Sambit Parida 1/3/2023 9:35 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

26348843





Khyamakanta Sahu <khyamakanta.mits@gmail.com>

**Fwd: Wipro Enrolment Letter**

1 message

**Sohan Dash** <sohandash07@gmail.com>  
To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Thu, Oct 19, 2023 at 3:16 PM

----- Forwarded message -----

From: **Wipro offer letter** <wipro+email+5qifz-f835d7ca09@talent.icims.com>  
Date: Mon, 10 Apr 2023, 9:43 am  
Subject: Wipro Enrolment Letter  
To: <sohandash07@gmail.com>



Dear Sohan Dash,

What if you could turn your ambition to action? Let's work on that together at Wipro!

We are happy to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro. For us at Wipro, success is the outcome of choice and expectations, and we hope we have matched yours in the offer below. Let us know by clicking on "Accept" or "Decline" after you have read through the details using a desktop / laptop. (Note that you will not be able to save the offer letter if you open the link through a mobile phone).

Once you have accepted our offer, we will be in touch with next steps and all the other exciting little things that go into bringing you into our family.

**How to accept and save your offer letter:**

- Open this email on desktop / laptop, click on the **offer letter link** mentioned below.
- Log in with the login name [sohandash07@gmail.com](mailto:sohandash07@gmail.com) and your password. (If you do not know your password, you can reset it by clicking [here](#).)
- **Click on Accept ► Signature check box ► Submit and Print ► Web browser ► ctrl+P ► Save as pdf ► Save ► Select destination on your system to download**

**Important:** Save your offer letter as soon as you accept your offer, as the link will expire and you will not be able to open the page again.

**We are sure you are excited as we are to get started, but we do need to inform you that this offer will expire after 14 days.** If we do not hear from you by then, we will conclude that you have unfortunately decided not to continue with the Wipro fresher hiring.

**But above all, we look forward to welcoming you on board and creating amazing things together.**

**Click on the link below to accept or decline this offer using a desktop / laptop:**  
**Click to Complete**

If you would like to discuss this further, do not hesitate to contact [manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Warm Regards,

Team Wipro

We are an Equal Opportunity / Affirmative Action employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies/partners to collect any fee for recruitment. If you encounter any suspicious email, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on [helpdesk.recruitment@wipro.com](mailto:helpdesk.recruitment@wipro.com)

Connect with us through our social media channels



**wipro** Ambitions Realized.

This is an auto-generated mail. Please do not respond.

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This message was sent to [sohandash07@gmail.com](mailto:sohandash07@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=768926561946&contactId=33291450>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



January 30, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear subham 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with



others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I subham 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 behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** JAVA-J2EE

**Location Preferences 1 :** Bhubaneshwar

**Skill Preferences 2 :** UNIX C SYS

**Location Preferences 2 :** Kolkata

**Skill Preferences 3 :** UNIX C++ SYS

**Location Preferences 3 :** Hyderabad

Accept  Decline

**Signature** subham padhi 30/1/2023 10:57 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro  
Limited**

**T** :+91 (80) 2844 0011

Doddakannelli

**F** :+91 (80) 2844 0054

Sarjapur  
Road

**E** :info@wipro.com

Bengaluru  
560 035

**W** :wipro.com

India

**C** :L32102KA1945PLC020800

26177046



March 31, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Subhasis Barada,

**Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M.Tech degree from one of the premier engineering institution/university in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

## 2. Duration:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

## 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

## 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\* You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice 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.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.

iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

#### 18. Work Allocation for on the Job Training:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

#### 19. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Subhasis Barada, 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 enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my

aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES**

##### **Travel**

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and

Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Product\_Testing

**Location Preferences 1 :** Kolkata

**Skill Preferences 2 :** Python App

**Location Preferences 2 :** Bangalore

**Skill Preferences 3 :** DAAI -Cloud & Digital Database

**Location Preferences 3 :** Bhubaneshwar

Accept  Decline

**Signature** Subhasis Barada 31/3/2023 3:13 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

26519125



April 3, 2023

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SUVENDU 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**TERMS & CONDITIONS OF SCHOLARSHIP**

**1. Profile:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M.Tech degree from one of the premier engineering Institution/university** upon successful completion of the course.

**2. Duration:**



The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment Details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium/cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **INR 14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **INR 2,00,000/-** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available in myPolicies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

| Period      | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First Year  | 15,000      | 488 | 15,488/- (*)                             |
| Second Year | 17,000      | 553 | 17,553/- (*)                             |
| Third Year  | 19,000      | 618 | 19,618/- (*)                             |
| Fourth Year | 23,000      | 0   | 23,000/- (*)                             |

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Employees with a fixed salary of less than INR 21,000 per month are covered under ESI. ESI is a comprehensive social security program in the event of medical contingencies, such as sickness, maternity, death or disablement due

to employment injury and occupational disease. This scheme provides access to medical treatment, medical facilities, cash compensation and other support for insured persons

Your fourth-year scholarship will continue until completion of your M.Tech program. You will be enrolled into the academic program within 12 months from the date of joining.

You shall be eligible to receive a onetime "joining bonus" of **INR 75,000** after you join Wipro along with your first month scholarship. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the Scholar Trainee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of **INR 1,250/-** will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training Agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of **INR 75,000/- (Rupees Seventy five thousand only)** will have to be paid by you as detailed in the Training Agreement.

#### **6. Project Readiness Program (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic Study:**

- i. You will be enrolled for M.Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar Trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work/dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes (but not limited to) an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 8:30am to 6:00pm. However, this is subjected to change based on business needs.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar Trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training/late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar Trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments/quiz/examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar Trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar Trainee's CGPA is less than 5.5, the Scholar Trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar Trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project/Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. Study regulations mentioned in section v to xxii are subjected to change as per the norms of the participating University and the decision of the University/WILP Team/Wipro is final and binding.
- xxiv. WILP Scholar Trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team/ faculty/University would be final and binding.
- xxvi. Breach of integrity will be dealt with sternly. Such Scholar Trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvii. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxviii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M.Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation/university norms declared from time to time. Decision of the University would be final and binding.

#### 8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head/Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon/withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head/Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head/Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated/modified on a periodic basis and new policies may be introduced and notified to Scholar Trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with

others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP/Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. Additionally, during this study period, you may be assigned/allocated to projects (billable/support roles) of any Technology/Client as per Organizational requirement. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training Agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### 15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays and in any shifts during the day, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple formats to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led Training) and/or VILT (Virtual Instructor Led Training) and Self-Directed/Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar Trainee on successful and satisfactory completion of the academic study.

**18. Work Allocation for on the Job Training:**

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your enrolment or other disciplinary action.

**19. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I SUVENDU 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 grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioural intervention informs the new entrants about the corporate work

culture and business etiquette.

### Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE - IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar Trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### TRAVEL, ACCOMMODATION, FOOD & OTHER MISCELLANEOUS EXPENSES

#### Travel

- i. You would be entitled for INR 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount. **You are not required to raise any claims towards reimbursements of travel expenses post joining as this lump sum amount will be paid in your first month's stipend.**
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for INR 400 per day for 8 days (total amount of INR 3200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: INR 1200 per day for 7 days (total amount of INR 8400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro > myPolicies > Common Policies across Countries > myTravel > Global Relocation Policy.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.
- v. You cannot book initial stay accommodation through the Wipro Hospitality team at [hospitality.accommodation@wipro.com](mailto:hospitality.accommodation@wipro.com) and reimburse the same. .

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 :** Python App

**Location Preferences 1 :** Bangalore

**Skill Preferences 2 :** DAAI -Cloud & Digital Database

**Location Preferences 2 :** Hyderabad

**Skill Preferences 3 :** Python Automation Testing

**Location Preferences 3 :** Pune

Accept  Decline

**Signature** SUVENDU DAS 3/4/2023 9:10 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

26519053

### LIST OF STUDENTS PROGRESSED TO HIGHER EDUCATION

A.Y - 2022-23

| SN | Name of Student      | Program graduated from | Name of institution joined                                | Name of program admitted                       |
|----|----------------------|------------------------|---|--|
| 1  | BABITA MOHANTA       | B.Sc. Biotechnology    | KIIT University   | M.Sc. In Biotechnology                         |
| 2  | CHINMAY DAS          | BCA                    | BPUT  | MCA  |
| 3  | NITESH KUMAR         | BCA                    | Ajeenkya DY Patil University, Pune                        | MCA  |
| 4  | NIBEDITA NANDY       | B.Sc                   | KIIT University , BBSR                                    | M.Sc Biotech                                   |
| 5  | PRIYADARSHINEE SWAIN | B.Sc                   | Chandigarh University , Punjab                            | M.Sc Biotech                                   |
| 6  | PRIYANKA MOHAPATRA   | B.Sc. Biotechnology    | CBSH, OUAT  | M.Sc. In Biotechnology                         |
| 7  | PURBI RAY            | B.Sc                   | Centurion University of technology and Management, Khurda | M.Sc ACMB                                      |
| 8  | RITUPARNA KHADIA     | B.Sc                   | Utkal University , BBSR                                   | M.Sc Biotechnology                             |
| 9  | SISIR KANTA BEHERA   | BCA                    | National Forensic Sc University , New Delhi               | M.Sc in Digital Forensics and Digital Security |
| 10 | SONALI PARIDA        | B.Sc                   | Pt.RaviShankar Shukla University, Raipur                  | M.Sc Biotech                                   |
| 11 | SUBHASHREE PADHY     | B.Sc                   | Chandigarh University , Punjab                            | M.Sc Biotech                                   |
| 12 | SUBHASMITA DASH      | B.Sc                   | Chandigarh University , Punjab                            | M.Sc Biotech                                   |
| 13 | TANMESHA PANDA       | B.Sc                   | Amity University , Chhattisgarh                           | M.Sc Biotech                                   |

  
**DIRECTOR**  
 Director  
 MITS School of Biotechnology  
 Bhubaneswar

**A.Y 2022-23**

 **KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY**  
Deemed to be University  
(Established UIS 3 of UGC Act, 1956)  
Bhubaneswar, Odisha, India

**IDENTITY CARD**  
School of Biotechnology

  
**BABITA MOHANTA**  
DT - 14.12.19

**BABITA MOHANTA**  
Course : M.Sc.  
Subject : Biotechnology  
Roll No : 2361014  
Student No : 1000212991

Dean



ODISHA JOINT ENTRANCE EXAMINATION (OJEE) - 2023



RANK CARD

Name of the Candidate : CHINMAY DAS  
 Application No : 231230121231  
 Roll No : 1231443000226  
 Category : ON  
 Sub Category : EX-Ng-GC No-PH-76  
 Gender : Male  
 Course : MCA-AND M.Sc. Comp Sc



Chinmay Das

! CONGRATULATIONS !

Dear Candidate,

We are pleased to inform you that you have secured the following rank(s) in Odisha Joint Entrance Examination - 2023.

Rank Information

| General | SC | ST | GC | PC | ES | ZZ | NRI |
|---------|----|----|----|----|----|----|-----|
| 2162    |    |    |    |    |    |    |     |

Instructions

- You are eligible to seek admission to a college and course of your choice as per eligibility and rank given above and subject to availability of seats.
- For details regarding counselling and admission, please follow the instructions given at web site [www.ojee.nic.in/ajee2023](http://www.ojee.nic.in/ajee2023).
- Production of this card is must for counselling and document verification.
- This card is valid for the academic year 2023-2024 only.
- Category and sub category rank(s) will be valid only if the relevant documents are produced at the time of document verification.



CHARMAL OJEE



Dear Nitesh Kumar,

Congratulations! We are pleased to offer you provisional admission to the Industry Integrated Full Time **MCA at the Ajeenkya DY Patil University** for the Class of 2023. The details of your admission are in the table below.

Campus Name: **Ajeenkya DY Patil University**

Date of joining: **August 25, 2023** (Tentative and subject to change, to be confirmed closer to the actual starting date)

Fee structure for the session 2023-2025 is given below:

ERP registration fee of Rs 2,000/- is waived off for the students.

|                   | Fee Amount | Due Date (Tentative) |
|-------------------|------------|----------------------|
| <b>Semester 1</b> | 78625.00   | July 17, 2023        |
| <b>Semester 2</b> | 78625.00   | November 30, 2023    |
| <b>Semester 3</b> | 78625.00   | June 30, 2024        |
| <b>Semester 4</b> | 78625.00   | November 30, 2024    |
| <b>Total</b>      | 314500.00  |                      |

For Seat Booking, please log in to Sunstone hub link given below and make the payment <https://hub.sunstone.in>



**KALINGA INSTITUTE  
INDUSTRIAL TECHNOLOGY**  
Deemed to be University  
(Established 1953 of UGC Act)  
Bhubaneswar, Odisha, India

**IDENTITY CARD**  
School of Biotechnology



**NIBEDITA NANDY**

Course : M.Sc.

Subject : Biotechnology

Roll No : 2361044

Student No : 1000221125

Dean



**CHANDIGARH  
UNIVERSITY**

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UNIVERSITY ID 23MBT10027



NAME : PRIYADARSHINEE SWAIN

COURSE : M.SC BT

FATHER'S NAME : SUBASH CHANDRA SWAIN

MOTHER'S NAME : BELABALI SWAIN

CONTACT : 7853893482

ADDRESS

VALID TILL : JUN-2025

KADAMGUDA, ANAKADELI, ANKADELLI, KORAPUT, ONUKADEL, ODISHA, 764042.KORA

*Signature*

Issuing Authority

Certified that above mentioned student is registered under Chandigarh University

HOSTELLER

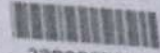
1. Student must carry & wear this card during the campus hour
2. This card is issued for identification purpose only.

If found please return to Chandigarh University. Tel +91-160 3014444, 3014424  
(This Virtual ID Card is valid only up to commencement of regular on-campus classes.)

www.cuchd.in  
1800 200 0025



**Intimation Letter**  
for Admission into PG Courses in Universities/Colleges  
Department of Higher Education, Government of Odisha



23P0867272

2nd Selection

To

*Priyanka Mohapatra*  
*Manoranjan Mohapatra*  
khandagiri vihar lane 1 Bhubaneswar (MC)  
Khurda, Odisha, Pin Code :-751030



**Congratulations !!!**

You have been provisionally selected for admission into PG Course as per following details.

**Confirmed Information**

| University/College Name                             | Choice in CAF | PG Course     |
|---|---------------|---------------|
| College of Basic Science and Humanities, OUAT, BBSR | Option- 1     | Biotechnology |

You are requested to report,  
with following documents in  
ORIGINAL & PHOTOCOPIES on :

**College of Basic Science and Humanities, OUAT, BBSR**

**11-Aug-2023 (09:00 AM) to 16-Aug-2023 (05:00 PM)**



### **Provisional Admission Letter**

Date: 26/07/2023

Student Name: Purbi Ray  
Email: raypurbi88@gmail.com  
Parent Name: MADHUSUDAN NAYAK  
Reference ID: Ref-93560

**Sub: Provisional Admission (Ref-93560) to [Msc in Applied & Clinical Microbiology and School of Paramedics & Allied Health Science, Bhubhaneswar]**

Dear Purbi Ray

Congratulations.

I am pleased to offer you Provisional admission in Msc in Applied & Clinical Microbiology program for session 2023-2024, School of Paramedics & Allied Health Science at our Bhubhaneswar Campus

Your admission will remain provisional until the prescribed fees and associated conditions are fulfilled. Please refer Appendix 1 attached with this letter for the same.

I wish you success and invite you to explore your campus and its many facilities.

Please feel free to contact (Kalpana Das Mobile: 7008083369), if you have any queries.

Yours sincerely

Dr. Anita Patra


Registrar

| POST GRADUATE DEPARTMENTS<br>UTKAL UNIVERSITY<br>VANI VIHAR, BHUBANESWAR-751004                                 |   |
|---|---|
|                              | <b>Name</b> : RITUPARNA KHADIA<br><b>Roll No.</b> : 23 Biotech 026<br><b>Blood Group</b> : O+ve<br><b>Course</b> : M.Sc.<br><b>Department</b> : Biotechnology<br><b>Session</b> : 2023-25 |
| <br>Signature of the Student | <br>Head of the Department  |




**राष्ट्रीय न्यायालयिक विज्ञान विश्वविद्यालय**  
 (राष्ट्रीय महत्त्व का संस्थान, गृह मंत्रालय, भारत सरकार)  
**National Forensic Sciences University**  
 (An Institution of National Importance Under Ministry of Home Affairs,  
 Government of India)


 Name : SISIRA KANTA BEHERA  
 Enrollment No.: 022300300009002006  
 Batch : 2023-2025  
 Course : M.SC. DIGITAL FORENSICS &  
 INFORMATION SECURITY  
 School : School Of Cyber Security And Digital  
 Forensics - Delhi

  
**Executive Registrar**


**School of Studies in Biotechnology**  
 Pt. Ravishankar Shukla University, Raipur (CG)  
**Identity Card**

Name of Student - Senali Parida  
 Fathers Name - Sushant Parida  
 Class/ Subject - M.Sc (I) Biotech  
 Session - 2023-2025  
 Address (Resi.) - Boriya khurd  
Near shree ram  
palau Raipur  
 Blood Group - O+ve  
 Mobile No. - 9425567170

  
 Seal & Signature  




**CHANDIGARH UNIVERSITY**  
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**UNIVERSITY ID 23MBT10026**




**NAME** : SUBHASHREE PADHY  
**COURSE** : M.SC BT  
**FATHER'S NAME** : KUMUDA CHANDRA PADHY  
**MOTHER'S NAME** : KASTURIBAI PADHY  
**CONTACT** : 8249351348  
**ADDRESS** : CHHAMUNDA, JAGANNATH PRASAD, GANJAM  
**VALID TILL** : JUN-2025

  
 Issuing Authority      Certified that above mentioned student is registered under Chandigarh University

1. Student must carry & wear this card during the campus hour  
 2. This card is issued for identification purpose only.  
 If found please return to Chandigarh University Tel +91-160 3014444, 3014424  
 (This Virtual ID Card is valid only up to commencement of regular on-campus classes.)

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 1800 200 0025

**CHANDIGARH UNIVERSITY**  
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**UNIVERSITY ID 23MBT10028**




**NAME** : SUBHASHMITA DASH  
**COURSE** : M.SC BT  
**FATHER'S NAME** : PRAVAT KUMAR DASH  
**MOTHER'S NAME** : SASMITA DASH  
**CONTACT** : 7815085255  
**ADDRESS** : NAINDIPIUR, KENDRAPARA, ODISHA, 754153, KENDRAPARA  
**VALID TILL** : JUN-2025

  
 Issuing Authority      Certified that above mentioned student is registered under Chandigarh University

1. Student must carry & wear this card during the campus hour  
 2. This card is issued for identification purpose only.  
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**Tanmesha Panda**  
**M.Sc. (BT)**  
**2023-2025**

  
 Issuing Authority

  
 Holder's Signature