

## PLACEMENT CELL ANNUAL REPORT

A.Y - 2021-22

SN	Name of Student	Department	Company Name	Package (In INR per annum)
1	CHIRANJEEB ROUSTRAY	B.Sc.	ACCENTURE	3.40 Lacs PA
2	PRAGYAN PARAMITA SETHI	B.Sc.	ACCENTURE	3.40 Lacs PA
3	ADITI PARIAL	M.Sc. Applied Microbiology	Capgemini	2.75 Lacs PA
4	ANKITA PADHI	M.Sc. Applied Microbiology	Capgemini	2.75 Lacs PA
5	ANKITA ROUT	B.Sc.	Capgemini	2.75 Lacs PA
6	AYUSH KUMAR SAHOO	BCA	Capgemini	2.75 Lacs PA
7	BADRI NARAYAN PATRA	BCA	Capgemini	2.75 Lacs PA
8	CHANDRAMA KUMARI	B.Sc.	Capgemini	2.75 Lacs PA
9	KISHAN KUMAR DAS	M.Sc. Biotechnology	Capgemini	2.75 Lacs PA
10	KOMAL NISSA	BCA	Capgemini	2.75 Lacs PA
11	PAYAL CHOUDHURY	B.Sc.	Capgemini	2.75 Lacs PA
12	PRITI PRIYADARSHINI SAHOO	B.Sc.	Capgemini	2.75 Lacs PA
13	PRIYANKA SAMAL	B.Sc.	Capgemini	2.75 Lacs PA
14	RASHMITA NANDITA SUBHADARSINI	M.Sc. Biotechnology	Capgemini	2.75 Lacs PA
15	RIYA RAJ	M.Sc. Biotechnology	Capgemini	2.75 Lacs PA
16	SAKSHYAMA PAIKARAY	B.Sc.	Capgemini	2.75 Lacs PA
17	SANDEEP KUMAR DAS	M.Sc. Biotechnology	Capgemini	2.75 Lacs PA
18	SATAKSHI SATAPATHY	B.Sc.	Capgemini	2.75 Lacs PA
19	SHREEMAN SWAGAT	BCA	Capgemini	2.75 Lacs PA

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20	SMRUTI RANJAN SAHOO	BCA	Capgemini	2.75 Lacs PA
21	SOMPREETI PAUL	B.Sc.	Capgemini	2.75 Lacs PA
22	SUNIL KUMAR GIRI	M.Sc. Biotechnology	Capgemini	2.75 Lacs PA
23	SWAHAM SOUMYADARSHI MISHRA	BCA	Capgemini	2.75 Lacs PA
24	MOUSUMI PRIYADARSANI SETHY	B.Sc.	Capgemini	2.75 Lacs PA
25	ALISHA BEHURA	B.Sc.	COGNIZANT	2.52 Lacs PA
26	BIDYASHREE PATTNAIK	B.Sc.	COGNIZANT	2.52 Lacs PA
27	NITESH KUMAR	BCA	COGNIZANT	2.52 Lacs PA
28	NITISH KUMAR	BCA	COGNIZANT	2.52 Lacs PA
29	RASHMI RANJAN BABOO	B.Sc.	COGNIZANT	2.52 Lacs PA
30	ABHISEK NAYAK	BCA	Deloitte	3.82 Lacs PA
31	ABHISHEK AMAN KUMAR	B.Sc.	Deloitte	3.82 Lacs PA
32	AFREEN JAHAN	B.Sc.	Deloitte	3.82 Lacs PA
33	AKASH GOUTAM	BCA	Deloitte	3.82 Lacs PA
34	ALOK PANIGRAHI	BCA	Deloitte	3.82 Lacs PA
35	ANKITA MOHANTY	B.Sc.	Deloitte	3.82 Lacs PA
36	ANSHUMAN DASH	B.Sc.	Deloitte	3.82 Lacs PA
37	ANUJA KUMAR PANDA	BCA	Deloitte	3.82 Lacs PA
38	ANUROOPA SAHOO	B.Sc.	Deloitte	3.82 Lacs PA
39	ANWESHA JENA	BCA	Deloitte	3.82 Lacs PA
40	ASUTOSH PADHI	BCA	Deloitte	3.82 Lacs PA



41	ASUTOSH PATTNAIK	BCA	Deloitte	3.82 Lacs PA
42	AYUSHI DAS	B.Sc.	Deloitte	3.82 Lacs PA
43	BADAL BALBANTRAY	BCA	Deloitte	3.82 Lacs PA
44	BHUPESH KUMAR DAS	B.Sc.	Deloitte	3.82 Lacs PA
45	BISWAJEET BISWAL	BCA	Deloitte	3.82 Lacs PA
46	BISWAJIT BEHERA	BCA	Deloitte	3.82 Lacs PA
47	BISWAPRANGYA KHATOI	B.Sc.	Deloitte	3.82 Lacs PA
48	CHINMAYA BEHERA	B.Sc.	Deloitte	3.82 Lacs PA
49	CHINMAYA KUMAR ROUT	BCA	Deloitte	3.82 Lacs PA
50	D.JHANSI RANI	B.Sc.	Deloitte	3.82 Lacs PA
51	DEBASHREE DAS	B.Sc.	Deloitte	3.82 Lacs PA
52	LAXMIPRIYA MAHARANA	BCA	Deloitte	3.82 Lacs PA
53	LOKESH GOUNDER	BCA	Deloitte	3.82 Lacs PA
54	LOPAMUDRA SINGH	B.Sc.	Deloitte	3.82 Lacs PA
55	MANAS RANJAN DASH	BCA	Deloitte	3.82 Lacs PA
56	MONALISA NAYAK	B.Sc.	Deloitte	3.82 Lacs PA
57	PRAGATI SWAIN	B.Sc.	Deloitte	3.82 Lacs PA
58	PRAGYAN PARAMITA SAHOO	B.Sc.	Deloitte	3.82 Lacs PA
59	PRAKASH KUMAR	BCA	Deloitte	3.82 Lacs PA
60	PRASHANT KUMAR	BCA	Deloitte	3.82 Lacs PA
61	PRATIBHA PANDA	B.Sc.	Deloitte	3.82 Lacs PA
62	PRIYANKA PRIYADARSHINI SAMAL	BCA	Deloitte	3.82 Lacs PA

63	PUSHPANJALI SINGH	B.Sc.	Deloitte	3.82 Lacs PA
64	RAVIKANT PANDEY	BCA	Deloitte	3.82 Lacs PA
65	REBA ROY	BCA	Deloitte	3.82 Lacs PA
66	RUTUPARNA SHA	B.Sc.	Deloitte	3.82 Lacs PA
67	SAI SNIGDHA NAYAK	B.Sc.	Deloitte	3.82 Lacs PA
68	SANDEEP KUMAR PANDA	B.Sc.	Deloitte	3.82 Lacs PA
69	SATWIK SHUBHAM	B.Sc.	Deloitte	3.82 Lacs PA
70	SATYA NARAYAN SAHOO	BCA	Deloitte	3.82 Lacs PA
71	SATYAJEET PANDA	BCA	Deloitte	3.82 Lacs PA
72	SHIBANI MOHANTY	B.Sc.	Deloitte	3.82 Lacs PA
73	SHIVANANDA MOHAPATRA	BCA	Deloitte	3.82 Lacs PA
74	SHREYOSEE CHATTERJEE	B.Sc.	Deloitte	3.82 Lacs PA
75	SIBANANDA MOHAPATRA	BCA	Deloitte	3.82 Lacs PA
76	SIDHARTH KANUNGO	BCA	Deloitte	3.82 Lacs PA
77	SMITA MISHRA	B.Sc.	Deloitte	3.82 Lacs PA
78	SMRUTIRANJAN SAHOO	BCA	Deloitte	3.82 Lacs PA
79	SONALI NAYAK	BCA	Deloitte	3.82 Lacs PA
80	SONALI PRIYADARSINI SAHOO	BCA	Deloitte	3.82 Lacs PA
81	SOUMYA DARSHAN PUHAN	B.Sc.	Deloitte	3.82 Lacs PA
82	SRADHA SUMAN MOHANTY	B.Sc.	Deloitte	3.82 Lacs PA
83	SRITI PRIYADARSHINI SWAIN	BCA	Deloitte	3.82 Lacs PA
84	SRUTILIPI MOHAPATRA	BCA	Deloitte	3.82 Lacs PA



85	SUBHASHREE SWAIN	B.Sc.	Deloitte	3.82 Lacs PA
86	SURABHI KUMARI	B.Sc.	Deloitte	3.82 Lacs PA
87	SWATI SNEHA SINGH	B.Sc.	Deloitte	3.82 Lacs PA
88	SWETALINA PRIYADARSINI	B.Sc.	Deloitte	3.82 Lacs PA
89	SWOPENDU OJHA	BCA	Deloitte	3.82 Lacs PA
90	SYED SHAYAN ALI	BCA	Deloitte	3.82 Lacs PA
91	TAPASWINI NANDA	BCA	Deloitte	3.82 Lacs PA
92	TAPASWINI SAMANTARAY	B.Sc.	Deloitte	3.82 Lacs PA
93	UPASANA NAYAK	B.Sc.	Deloitte	3.82 Lacs PA
94	UTTAM KUMAR	BCA	Deloitte	3.82 Lacs PA
95	ZAHRA PARWEZ	B.Sc.	Deloitte	3.82 Lacs PA
96	ZAID HASSMI	BCA	Deloitte	3.82 Lacs PA
97	AKANKSHYA RANI DASH	B.Sc.	ESSPL	3.00 Lacs PA
98	B.ANJAELINA	B.Sc.	ESSPL	3.00 Lacs PA
99	MINAKSHI KAR	B.Sc.	ESSPL	3.00 Lacs PA
100	PRINCE BEHERA	B.Sc.	ESSPL	3.00 Lacs PA
101	PRIYAMBADA SWAIN	B.Sc.	ESSPL	3.00 Lacs PA
102	SONALI BARIK	B.Sc.	ESSPL	3.00 Lacs PA
103	SWATI PRIYADARSHINEE NAYAK	M.Sc. Biotechnology	ESSPL	3.00 Lacs PA
104	ANANYA PANJA	B.Sc.	Infosys	2.23 Lacs PA
105	ANKITA PRIYADARSHINI ROUT	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
106	BARSHA PRIYADARSHINI JENA	M.Sc. Biotechnology	Infosys	2.23 Lacs PA

107	BISAKHA ROUT	B.Sc.	Infosys	2.23 Lacs PA
108	BUBUNA DAS	M.Sc. Applied Microbiology	Infosys	2.23 Lacs PA
109	DIPTIMAYEE JENA	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
110	IPSITA ROJALIN PANDA	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
111	MONALISA PARIDA	B.Sc.	Infosys	2.23 Lacs PA
112	PRAGNYA PREETINANDA BARIK	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
113	PRANNAY KUMAR BEHERA	B.Sc.	Infosys	2.23 Lacs PA
114	PRERNA MISHRA	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
115	RAJESH KUMAR SAHOO	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
116	RIMA DEY	M.Sc. Applied Microbiology	Infosys	2.23 Lacs PA
117	RITUPARNA ROSSANA MISHRA	M.Sc. Applied Microbiology	Infosys	2.23 Lacs PA
118	SATABDI BEHERA	B.Sc.	Infosys	2.23 Lacs PA
119	SOOSRI SUNANDA SWAIN	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
120	SOURAPRATAP JENA	M.Sc. Biotechnology	Infosys	2.23 Lacs PA
121	SOUVIK KARAK	M.Sc. Applied Microbiology	Infosys	2.23 Lacs PA
122	SUBHALAXMI MALL	B.Sc.	Infosys	2.23 Lacs PA
123	SWARAJ SAHIL MARTHA	M.Sc. Applied Microbiology	Infosys	2.23 Lacs PA
124	ABHIPSA BEHERA	B.Sc.	Integrated Resources	3.74 Lacs PA
125	ANKITA KULDIP	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
126	ARUSMITA DAS	B.Sc.	Integrated Resources	3.74 Lacs PA
127	ASHIRBAD MOHANTY	M.Sc. Applied Microbiology	Integrated Resources	3.74 Lacs PA
128	HAJRA BIBI	B.Sc.	Integrated Resources	3.74 Lacs PA



129	INDIRA KARMAKAR	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
130	JAYA JAYSUDHA	B.Sc.	Integrated Resources	3.74 Lacs PA
131	K MOHAN REDDY	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
132	PHOEBE MARGARET	B.Sc.	Integrated Resources	3.74 Lacs PA
133	PREETI PRIYANKA PUROHIT	B.Sc.	Integrated Resources	3.74 Lacs PA
134	PRITI GHOSH	M.Sc. Applied Microbiology	Integrated Resources	3.74 Lacs PA
135	SAMYAK KANJILAL	B.Sc.	Integrated Resources	3.74 Lacs PA
136	SHRITIKA BAJPAI	M.Sc. Biotechnology	Integrated Resources	3.74 Lacs PA
37	SUBHABRATA DAS	M.Sc. Applied Microbiology	Integrated Resources	3.74 Lacs PA
138	AAISHMA MEHER	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
139	ABHIPSA MOHANTA	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
140	ALINA PADHAN	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
141	ARPAN KHAMARI	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
142	ASEEMA MISHRA	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
143	BARSHA MALLICK	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
144	BIDYUT PRABHA NAIK	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
145	DEBIDUTTA SUHASINI MISHRA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
146	DEBTOSH PATRA	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
147	IPSITA DAS	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
148	M SHIBANI KAR	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA
149	PAYAL SAHOO	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
150	POOJA MOHANTY	M.Sc. Biotechnology	OMICS International	2.94 Lacs PA

151	SUJATA PATIA	M.Sc. Applied Microbiology	OMICS International	2.94 Lacs PA
152	LIPSITA ARUK	M.Sc. Biotechnology	Omics International	2.94 Lacs PA
153	PRATIKSHYA PANIGRAHI	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
154	SNIGDHA SUBHADARSHINI SAHOO	M.Sc. Biotechnology	Omics International	2.94 Lacs PA
155	AABHIPSA PATRA	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
156	ARIJIT SAHOO	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
157	LAXMI PRIYA PATRA	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
158	MAYA MONALISA PRUSTY	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
159	POONAM GUPTA	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
160	SAKSHAR MISHRA	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
161	SINDHUSA SRINIVAS	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
162	SUMITRA ROUT	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
163	SWAGATIKA PRADHAN	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
164	SWARNAPRAVA JENA	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
165	ARPITA PRIYADARSINI	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
166	KIRANMAYEE DAS	M.Sc. Biotechnology	Omics International	2.94 Lacs PA
167	AKANKSHYA DAS	M.Sc. Applied Microbiology	Omics International	2.94 Lacs PA
168	NIKHIL KUMAR SHARMA	BCA	TCS	1.92 Lacs PA
169	ANISHA MOHAPATRA	M.Sc. Biotechnology	Tech Mahindra	1.4 Lacs PA
170	ANKITA ANURADHA SAMAL	B.Sc.	Tech Mahindra	1.4 Lacs PA
171	ANKITA PRIYADARSHANI ROUT	B.Sc.	Tech Mahindra	1.4 Lacs PA
172	ARCHITA BARAL	BCA	Tech Mahindra	1.4 Lacs PA



173	BIJAYALAXMI SINGH	M.Sc. Biotechnology	Tech Mahindra	1.4 Lacs PA
174	DURGAPADA SARKHEL	M.Sc. Biotechnology	Tech Mahindra	1.4 Lacs PA
175	KIRANBALA JENA	M.Sc. Biotechnology	Tech Mahindra	1.4 Lacs PA
176	MADHUSMITA MOHANTY	BCA	Tech Mahindra	1.4 Lacs PA
177	PAYAL TRIPATHY	B.Sc.	Tech Mahindra	1.4 Lacs PA
178	PRIYANKA DASH	BCA	Tech Mahindra	1.4 Lacs PA
179	SMARANIKA MAHANTA	M.Sc. Biotechnology	Tech Mahindra	1.4 Lacs PA
180	SUBHAJYOTI LENKA	B.Sc.	Tech Mahindra	1.4 Lacs PA
181	SUPRIYA MOHANTY	B.Sc.	Tech Mahindra	1.4 Lacs PA
182	AJIT KUMAR ROUT	BCA	Wipro Technologies	2.55 Lacs PA
183	BANSIKA DASH	BCA	Wipro Technologies	2.55 Lacs PA
184	BISWAJYOTI RAJ	BCA	Wipro Technologies	2.55 Lacs PA
185	CHINMAYA SAHOO	BCA	Wipro Technologies	2.55 Lacs PA
186	DEBABRATA DIPANKAR DALEI	BCA	Wipro Technologies	2.55 Lacs PA
187	DEBASHISH PANDA	BCA	Wipro Technologies	2.55 Lacs PA
188	ITISHREE ROUT	BCA	Wipro Technologies	2.55 Lacs PA
189	JITENDRA SAHOO	BCA	Wipro Technologies	2.55 Lacs PA
190	MAHARAJA ASUTOSH MOHANTY	BCA	Wipro Technologies	2.55 Lacs PA
191	MITU SASMAL	BCA	Wipro Technologies	2.55 Lacs PA
192	NISHIKET SATPATHY	BCA	Wipro Technologies	2.55 Lacs PA
193	PRANATI PAL	BCA	Wipro Technologies	2.55 Lacs PA
194	PRATAP KUMAR DAS	BCA	Wipro Technologies	2.55 Lacs PA

195	PRITAM RAHUL RANJAN	BCA	Wipro Technologies	2.55 Lacs PA
196	RAJESH KUMAR SAHOO	BCA	Wipro Technologies	2.55 Lacs PA
197	RAJKISHOREJENA	BCA	Wipro Technologies	2.55 Lacs PA
198	SARTHAK RANJAN NAYAK	BCA	Wipro Technologies	2.55 Lacs PA
199	SIBANSU MOHAPATRA	BCA	Wipro Technologies	2.55 Lacs PA
200	SLIPA PATTANAIAK	BCA	Wipro Technologies	2.55 Lacs PA
201	SNEHANJALI BARIK	BCA	Wipro Technologies	2.55 Lacs PA
202	SOMYA RANJAN SAHOO	BCA	Wipro Technologies	2.55 Lacs PA
203	SONMAYEE NAYAK	BCA	Wipro Technologies	2.55 Lacs PA
204	SOUMYASHREE BISWAL	BCA	Wipro Technologies	2.55 Lacs PA
205	SOUMYASNIGDHA BARIK	BCA	Wipro Technologies	2.55 Lacs PA
206	SUBHASHREE SAHOO	BCA	Wipro Technologies	2.55 Lacs PA
207	SUNIL KUMAR JENA	BCA	Wipro Technologies	2.55 Lacs PA
208	SWATI PATRA	BCA	Wipro Technologies	2.55 Lacs PA
209	KRISHNA KASTURIKA BHOL	B.Sc.	Driems Institute of Health Sciences & Hospital	2.40 Lacs PA
210	SUVASISH KAR	M.Sc. Applied Microbiology	Micro Labs Limited	
211	PRAMOD KUMAR	M.Sc. Biotechnology	Virchow Biotech Pvt Ltd	1.80 Lacs PA

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

*CP*  
**DIRECTOR**  
**Director**  
**MITS School of Biotechnology**  
**Bhubaneswar**



# BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/06/2022

**Chiranjeeb Routray**

**C10981966**

**Plot No. 2091 , Sabar Sahi Lane , Chintamaniswar , Bhubaneswar - 751006**

**7978671462**

Dear **Chiranjeeb Routray**,

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 - Application 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 , 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. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

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 14 days (fourteen 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 14 days (fourteen 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.

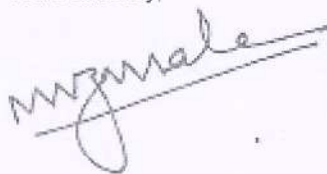
After accepting this Offer, we encourage you visit Countdown to the Company-

(<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

\_\_\_\_\_  
Chiranjeeb Routray

## 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) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	25,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	3,25,500/-
(C)# Additional Notional Benefits	
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 11,300/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C)</b>	<b>INR 325500/-</b>
<b>(D)##Additional Discretionary Reimbursements</b>	INR 12,000/- (capped at INR 1,000/- per month)
Annual Internet reimbursement	
<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	INR 4,500/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	

#### **(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) Local Variable Bonus (LVB)**

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). 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 LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. 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 LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs 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) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans 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 and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to

review from time to time.

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 and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

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

a) You have the option of availing Supplemental Accident cover at 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 one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at 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 addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

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

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**



**GST Clause:**

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

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

**General Tax:**

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

## ANNEXURE II

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

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

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



ANNEXURE IV - 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:

\_\_\_\_\_  
**Chiranjeeb Routray**

Date:

Disclaimer

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

The Accenture logo, featuring the word "accenture" in a lowercase, sans-serif font with a small chevron symbol above the 'u'.

**Come work at the  
heart of change**



To,

**Name :** Pragyan Paramita Sethi

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Pragyan Paramita Sethi,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.



If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

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

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - System and Application Services Associate
- Annual fixed compensation for the fiscal will be **INR 3,00,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as **INR 25,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Maximum Annual Total earning potential – **3,25,500**
- Additional Notional Benefits: Gratuity as per law (if applicable) + Benefits: **INR 8,000**  
# Gratuity amount shown above is an approximation of your 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 per the Company policy.
- Maximum Annual Total earning potential + Total Additional Benefits – **INR 3,33,500/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”



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

**Superset ID: 1812967**

## **Letter of Intent ("LOI")**

Dear Komal Nissa,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1812967**
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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1812967**

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

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

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

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## ANNEXURE 1

**Komal Nissa**

**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

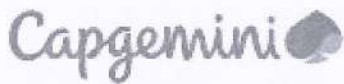
Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**





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www.capgemini.com/in-en

**Superset ID: 2192028**

## **Letter of Intent ("LOI")**

Dear Sunil Giri,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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

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

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

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2192028**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Sunil Giri**

**Associate and A3**

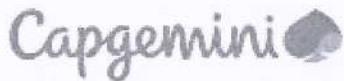
You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**



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www.capgemini.com/in-en

**Superset ID: 2774984**

## **Letter of Intent ("LOI")**

Dear Swaham Mishra,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

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

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

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

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

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

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

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Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

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## ANNEXURE 1

**Swaham Mishra**  
**Associate and A3**

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Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

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





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

## Letter of Intent ("LOI")

Dear Aditi Parial,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2348169**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2348169**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2348169**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

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## ANNEXURE 1

**Aditi Parial**

**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

## Letter of Intent ("LOI")

Dear Ankita Padhi,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2320643**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2320643**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2320643**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Ankita Padhi**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Caggemini**

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





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

1 message

Capgemini via Superset <notifications@email.joinsuperset.com>  
To: ankitarout923@gmail.com

Thu, 7 Apr, 2022 at 4:49 pm

Capgemini

READY TO MAKE  
YOUR DREAMS  
COME TRUE?

GET THE FUTURE  
YOU WANT

- Most Ethical Company - Eight times in a row
- We're highly-rated on Glassdoor
- Capgemini Research Institute ranked #1
- Our gender balance initiatives
- Our global client stories

Dear Ankita Rout,

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

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

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

**We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Apr 15, 2022 11:59 PM IST.**

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

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

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

**Note the following points while completing the process :**

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

Kindly Refer to below examples for document nomenclature:

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

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

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

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

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

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

Love your career. Ace your career at Capgemini.

**University Hiring & Relations Team**

[Go to Offer Page](#)

Capgemini 

**Stay Connected. Stay Updated.**



[Click here to view the recruitment disclaimer.](#)

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



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

**Superset ID: 1812903**

## **Letter of Intent ("LOI")**

Dear Ayush Sahoo,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1812903**
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Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

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## ANNEXURE 1

**Ayush Sahoo**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

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





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

**Superset ID: 1813077**

## **Letter of Intent ("LOI")**

Dear badri patra,

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

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

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

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1813077**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

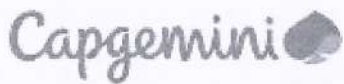
**badri patra**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Caggemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Caggemini**

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



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Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 2314738**

## **Letter of Intent ("LOI")**

Dear Chandrama Kumari,

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

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

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Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

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

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

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2314738**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Chandrama Kumari**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

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





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www.capgemini.com/in-en

**Superset ID: 2175533**

## **Letter of Intent ("LOI")**

Dear Kishan Das

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

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

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It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2175533**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2175533**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2175533**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

---



## ANNEXURE 1

**Kishan Das**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

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



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

**Superset ID: 2933182**

**Letter of Intent ("LOI")**

Dear Mousumi Sethy,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
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Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2933182**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2933182**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2933182**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Puneet Kumra**

**Head - Fresher Hiring**

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

---

## ANNEXURE 1

**Mousumi Sethy**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

**Puneet Kumra**  
**Head - Fresher Hiring**



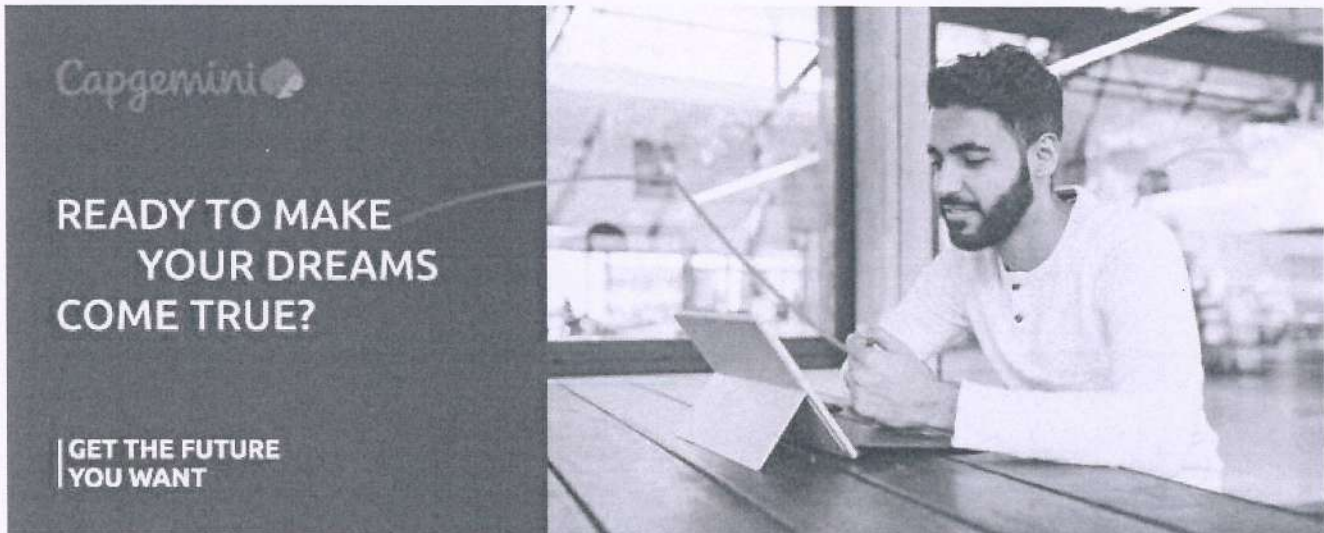


## Capgemini congratulates you on your selection and presents you our Letter Of Intent

7 messages

Capgemini via Superset <notifications@email.joinsuperset.com>  
To: payal.biotechnology@gmail.com

Thu, 7 Apr 2022 at 4:48 pm



Most Ethical  
Company - Eight  
times in a row



We're highly- rated on  
Glassdoor



Capgemini Research  
Institute ranked #1



Our gender balance  
initiatives



Our global client  
stories

Dear Payal Choudhury,

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

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

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

We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Apr 15, 2022 11:59 PM IST.

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

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

- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* ( If applicable)
- Post-graduation Certificate\*( If applicable)

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

**Note the following points while completing the process :**

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

Kindly Refer to below examples for document nomenclature:

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

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

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

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

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

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

Love your career. Ace your career at Capgemini.

**University Hiring & Relations Team**

[Go to Offer Page](#)



**Stay Connected. Stay Updated.**



[Click here to view the recruitment disclaimer.](#)

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

The information contained in this message is strictly internal and confidential.

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**Payal Choudhury** <payal.biotechnology@gmail.com>  
To: rupam.choudhury9@gmail.com

Thu, 7 Apr 2022 at 10:17 pm

[Quoted text hidden]



**Payal Choudhury** <payal.biotechnology@gmail.com>  
To: Pkmax16@gmail.com

Thu, 7 Apr 2022 at 10:22 pm

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

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>  
Date: Thu, 7 Apr 2022, 4:48 pm  
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent  
To: <payal.biotechnology@gmail.com>

[Quoted text hidden]

---

**Payal Choudhury** <payal.biotechnology@gmail.com>  
To: Khyamakanta.mits@gmail.com

Thu, 7 Apr 2022 at 10:58 pm

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

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>  
Date: Thu, 7 Apr 2022, 4:48 pm  
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent  
To: <payal.biotechnology@gmail.com>

[Quoted text hidden]

---

**Payal Choudhury** <payal.biotechnology@gmail.com>  
To: sourav.parida.066@gmail.com

Thu, 7 Apr 2022 at 11:17 pm

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

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>  
Date: Thu, 7 Apr 2022, 4:48 pm  
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent  
To: <payal.biotechnology@gmail.com>

[Quoted text hidden]

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**Payal Choudhury** <payal.biotechnology@gmail.com>  
To: Swarajkeshariparida@gmail.com

Fri, 8 Apr 2022 at 12:07 am

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

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>  
Date: Thu, 7 Apr 2022, 4:48 pm  
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent  
To: <payal.biotechnology@gmail.com>

[Quoted text hidden]

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**Payal Choudhury** <payal.biotechnology@gmail.com>  
To: rupam.choudhury9@gmail.com

Sat, 30 Apr 2022 at 12:37 am

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

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>  
Date: Thu, 7 Apr 2022, 4:48 pm  
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent  
To: <payal.biotechnology@gmail.com>

[Quoted text hidden]



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

**Superset ID: 2320643**

## **Letter of Intent ("LOI")**

Dear Priti Sahoo,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

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

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

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

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

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

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2320643**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2320643**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2320643**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

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## ANNEXURE 1

**Priti Sahoo**

**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

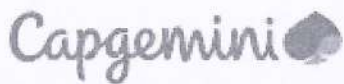
Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**





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

**Superset ID: 2319198**

## **Letter of Intent ("LOI")**

Dear Priyanka Samal,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2319198**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2320643**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2319198**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Priyanka Samal**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

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



Capgemini Technology Services India Limited  
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Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 2185314**

## **Letter of Intent ("LOI")**

Dear Rashmita Subhadarshini,

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

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

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Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.



Upon joining Capgemini,

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

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2185314**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

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## ANNEXURE 1

**Rashmita Subhadarshini**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

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





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IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 2250647**

## **Letter of Intent ("LOI")**

Dear Riya Raj,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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

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

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

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2250647**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2250647**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2250647**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

---



## ANNEXURE 1

**Riya Raj**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

**For & On Behalf of Capgemini**

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



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(Formerly known as IGATE Global Solutions Limited)  
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Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
www.capgemini.com/in-en

**Superset ID: 1809531**

## **Letter of Intent ("LOI")**

Dear Smruti Sahoo,

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

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

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

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

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

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

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

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

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

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1809531**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

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## ANNEXURE 1

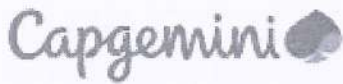
**Smruti Sahoo**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

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**For & On Behalf of Capgemini**

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



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www.capgemini.com/in-en

**Superset ID: 2310677**

## **Letter of Intent ("LOI")**

Dear sakshyama paikaray,

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

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

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

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Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2310677**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

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## ANNEXURE 1

### **sakshyama paikaray** **Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

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**For & On Behalf of Capgemini**

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



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

**Superset ID: 2175576**

## **Letter of Intent ("LOI")**

Dear Sandeep Das,

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

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

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

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Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

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

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2175576**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

---



## ANNEXURE 1

**Sandeep Das**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

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**For & On Behalf of Capgemini**

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



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

**Superset ID: 2348169**

## **Letter of Intent ("LOI")**

Dear Satakshi Satapathy,

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

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

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Upon joining Capgemini,

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- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2348169**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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

---



## ANNEXURE 1

**Satakshi Satapathy**  
**Associate and A3**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

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**For & On Behalf of Capgemini**

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

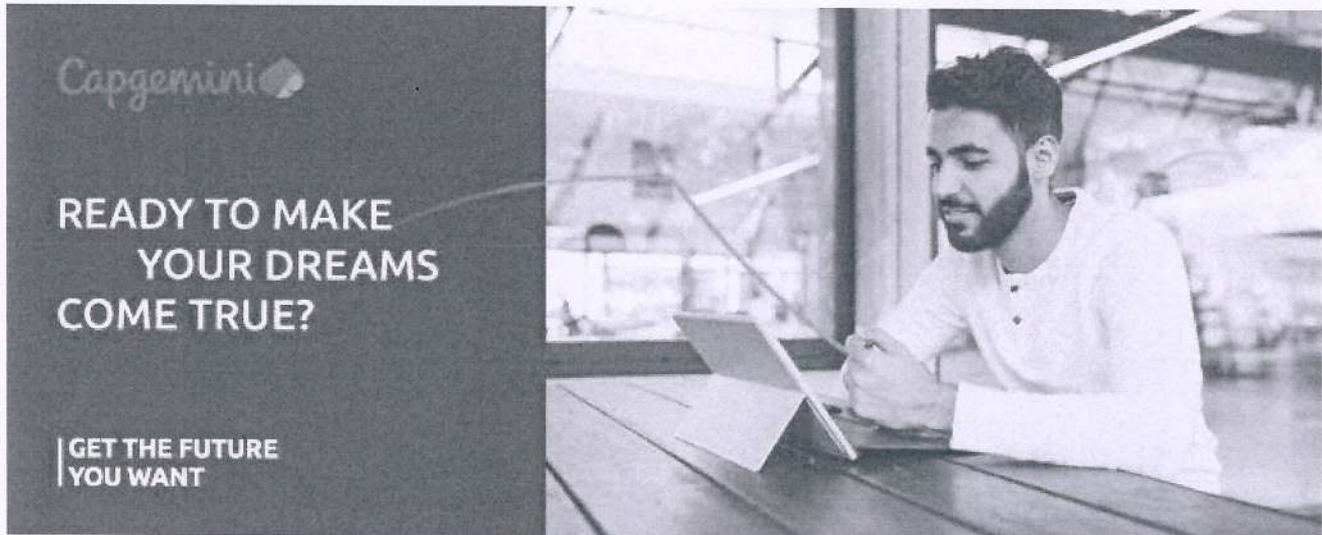


## Capgemini congratulates you on your selection and presents you our Letter Of Intent

4 messages

Capgemini via Superset <notifications@email.joinsuperset.com>  
To: shreemanswagat9078@gmail.com

Sun, May 22, 2022 at 5:15 PM



Dear shreeman swagat,

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

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

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

**We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before May 27, 2022 08:30 PM IST.**

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

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

- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* ( If applicable)
- Post-graduation Certificate\*( If applicable)

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

**Note the following points while completing the process :**

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

Kindly Refer to below examples for document nomenclature:

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

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

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

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

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

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

Love your career. Ace your career at Capgemini.

**University Hiring & Relations Team**

[Go to Offer Page](#)



**Stay Connected. Stay Updated.**



[Click here to view the recruitment disclaimer.](#)

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

The information contained in this message is strictly internal and confidential.

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**Shreeman Swagat** <[shreemanswagat9078@gmail.com](mailto:shreemanswagat9078@gmail.com)>  
To: [manasdash789789@gmail.com](mailto:manasdash789789@gmail.com)

Sun, May 22, 2022 at 5:21 PM

[Quoted text hidden]



**Shreeman Swagat** <shreemanswagat9078@gmail.com>  
To: nikhilbaran96@gmail.com

Sun, May 22, 2022 at 5:43 PM

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

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>  
Date: Sun, May 22, 2022, 5:15 PM  
Subject: Capgemini congratulates you on your selection and presents you our Letter Of Intent  
To: <shreemanswagat9078@gmail.com>

[Quoted text hidden]

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**Shreeman Swagat** <shreemanswagat9078@gmail.com>  
To: nikhilbaran96@gmail.com

Sun, May 22, 2022 at 5:43 PM

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

From: **Capgemini via Superset** <notifications@email.joinsuperset.com>  
Date: Sun, May 22, 2022, 5:15 PM  
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To: <shreemanswagat9078@gmail.com>

[Quoted text hidden]

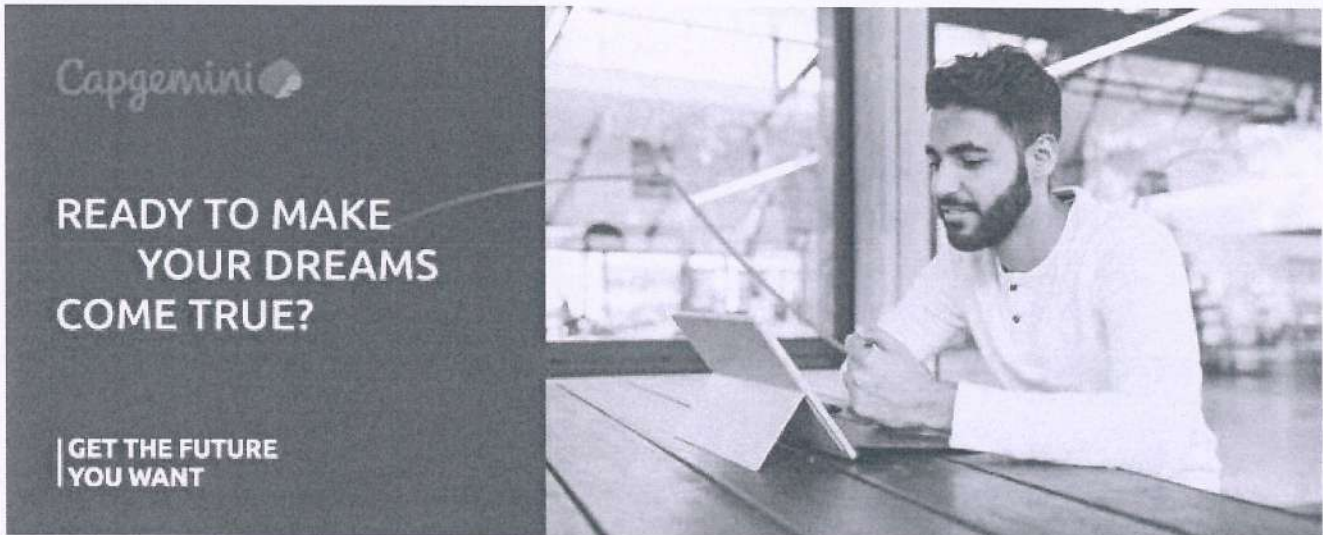


## Capgemini congratulates you on your selection and presents you our Letter Of Intent

1 message

Capgemini via Superset <notifications@email.joinsuperset.com>  
To: sompreeti180202@gmail.com

Thu, Apr 7, 2022 at 16:54



Dear Sompreeti Paul,

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

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

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

**We request you to ensure that you complete all the pre requisite information as well as update all the required documents asked during the course of this process before Apr 15, 2022 11:59 PM IST.**

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

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

- Diploma Marksheets( If applicable)
- Diploma Certificate( If applicable)
- Post-graduation Marksheets\* ( If applicable)
- Post-graduation Certificate\*( If applicable)

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

**Note the following points while completing the process :**

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

Kindly Refer to below examples for document nomenclature:

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

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

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

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

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

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

Love your career. Ace your career at Capgemini.

**University Hiring & Relations Team**

[Go to Offer Page](#)

**Capgemini** 

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

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 6143359/1423264,

07/14/2022,  
Srutilipi Mohapatra.

Bhubaneshwar  
odisha,  
India.

Confidential

Dear Srutilipi Mohapatra,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited** ('Capgemini' or 'Company') starting from **07/19/2022** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Software Associate/A3**.
- B) You will be required to work at the Company's offices in **Kolkata**.
- C) You have to report by 8:30 am at **Kolkata** office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
Capgemini Technology Services India Limited Candor Techspace IT/ITES SEZ New Town 3rd floor, Tower A 1 Rajarhat Kolkata PIN 700156 India  
1st Floor, Plot No.1 2 & 3, Block DH , New Town, Rajarhat, Dist. North 24 Parganas, Kolkata – 700 156 West Bengal

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 275,006.00 (Rupees Two Lakh Seventy Five Thousand And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives/skill based allowance as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source and any other applicable taxes at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Software Associate

Total Cost to Company (CTC).

Rs.275,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.699.00	Rs.8,388.00
Advance Statutory Bonus ++	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.18,848.00</b>	<b>Rs.226,176.00</b>
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
<b>Total Fixed Compensation</b>		<b>Rs.256,440.00</b>
<b>Total Cash Compensation</b>		<b>Rs.256,440.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Capgemini's contribution to ESI *		Rs.7,356.00
<b>Total Cost to Company</b>		<b>Rs. 275,006.00</b>

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc.), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF and ESI will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.



I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini).
  - g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
    - a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheet and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 09/17/2022 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
    - c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.
  - j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.
  - k. You will join our Fresher training if applicable to you and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, fabricated or forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anilkumar Singh

Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

\_\_\_\_\_  
Name: **Srutilipi Mohapatra**

Date: **07/14/2022**

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### 1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### 2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### 3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### 4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### 5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.



5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.



5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

**6. CONFIDENTIALITY:**

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.



6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate.

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.



7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

#### 8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

#### 9. RETIREMENT/TERMINATION:

##### a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

##### b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.



c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Caggemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC - SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Caggemini's clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:  
Signature:  
Date:



ANNEXURE I (A)

Onboarding Documents

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you.
2.	<p>Employment Documents:</p> <p><b>Current Employment( Immediate Previous)</b>  a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)  b) Payslips for last 3 months  c) Form 16/Form 16A  d) Salary Account 6 months Bank Statement  e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b>Previous Employment/Service/Relieving Certificate</b> all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b>Education Documents</b>  a) 10th Marksheet and certificate.  b) 12th marksheet and Certificate.  c) Graduation Marksheets and certificate/Diploma certificate.  d) Post-Graduation Marksheets and degree certificate (if applicable)  e) Any other relevant certificate</p>
4.	<p><b>Proof of Identity/ Address</b>  a) PAN Card  b) AADHAAR Card  c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs  i) Voters Id  ii) Driving License  iii) Ration card  IV) Electricity Bills  V) Gas card  vi) Notarized Self Affidavit</p>
5.	Passport size photographs (6 nos.)
6.	<p><b>Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable)</b>  a) Form 16/Form 26AS  b) Bank statement for 6 months  c) Shops &amp; Commercial Establishment Registration Certificate  d) Co-Owner/Partnership/Ownership – Required partnership/ownership dissolution deed</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details – Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Graduation/Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet\*\*.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address [backgroundverification.in@capgemini.com](mailto:backgroundverification.in@capgemini.com) not later than 14 days of your joining\*\*\*

Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

\*\*\*In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best Regards,  
Team HR

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## Letter of Intent (LOI)

Superset ID: 2309757

March 21, 2022

Dear bidyashree pattnaik,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

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

**Maya Sreekumar**

**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 1848146

March 21, 2022

Dear Nitesh Kumar

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

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For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

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

**Maya Sreekumar**

**Vice President - Human Resources**



## Letter of Intent (LOI)

Superset ID: 2562322

March 21, 2022

Dear Nitish Kumar,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For     onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

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

**Maya Sreekumar**

**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 2318704

March 21, 2022

Dear Rashmi Ranjan Baboo,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 252,000/-**. This includes an annual incentive target of **INR 12,000/-**. This amount may vary depending on individual and Cognizant's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For     onboarding formalities, the definitive Employment Agreement is required.

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Yours sincerely,

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

**Maya Sreekumar**

**Vice President - Human Resources**



Reba Roy <ranneyroy@gmail.com>

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**Deloitte- Letter of Intent**

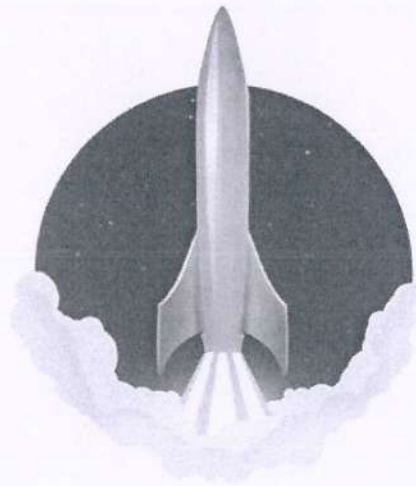
1 message

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USI Consulting Campus <usiconsultingcampus@deloitte.com>

22 April 2022 at 19:41

Deloitte Consulting India Private Limited | April'22



**Congratulations!**  
Letter of Intent to Hire

Greetings from Deloitte!

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

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

**As an acknowledgement of your acceptance of this letter of intent, please [click here](#) and share your acceptance (accept/decline) and provide us with a few details. Kindly do**



**get back to us within three business days (April 26, 2022) of receipt of this mail, after which period this offer shall lapse automatically.**

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

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Regards,  
Campus Recruitment team

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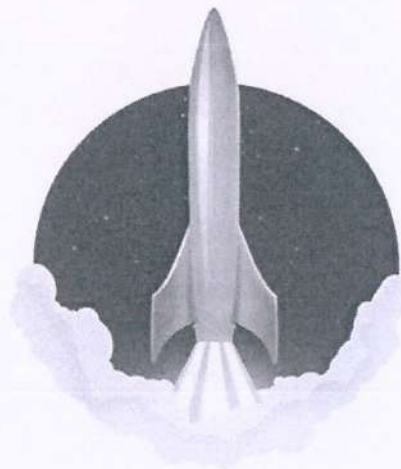
Deloitte- Letter of Intent

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 7:51 PM

Deloitte Consulting India Private Limited | April'22



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sidharth kanungo <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
[Quoted text hidden]

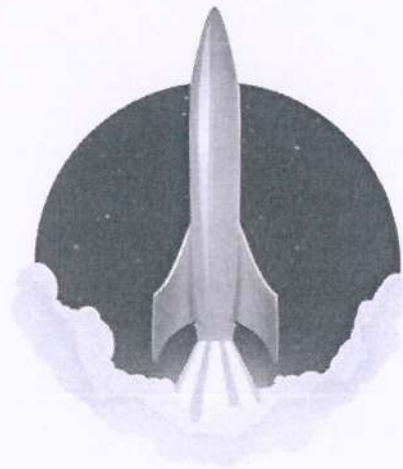
Deloitte- Letter of Intent

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 7:41 PM

Deloitte Consulting India Private Limited | April'22



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sidharth kanungo <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
[Quoted text hidden]

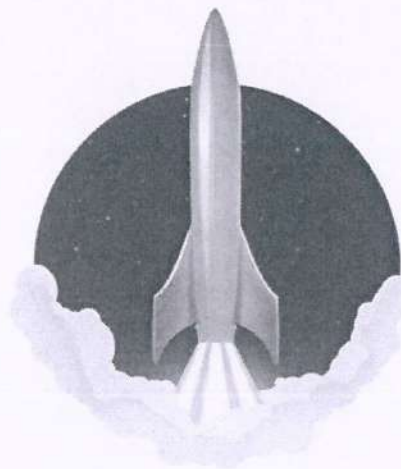
## Deloitte- Letter of Intent

2 messages

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, Apr 22, 2022 at 7:61 PM

Deloitte Consulting India Private Limited | April'22

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Letter of Intent to Hire

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To: USI Consulting Campus <[usiconsultingcampus@deloitte.com](mailto:usiconsultingcampus@deloitte.com)>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.

[Quoted text hidden]





akash goutam <akashgoutam1123@gmail.com>

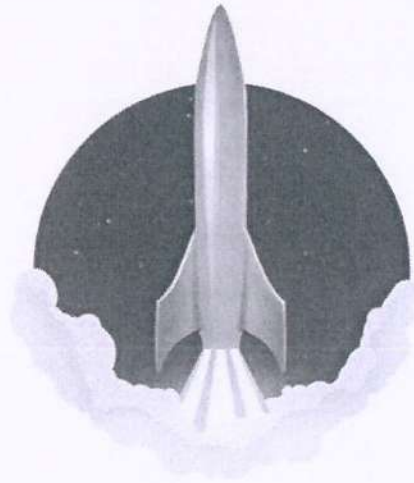
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 2:46 PM

Deloitte Consulting India Private Limited | May'22



**Congratulations!**  
Letter of Intent to Hire

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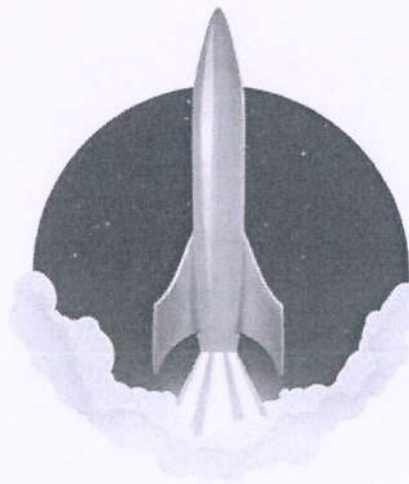
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, May 6, 2022 at 3:46 PM

Deloitte Consulting India Private Limited | May'22

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Letter of Intent to Hire

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Ankita Mohanty <ankita03mohanty@gmail.com>

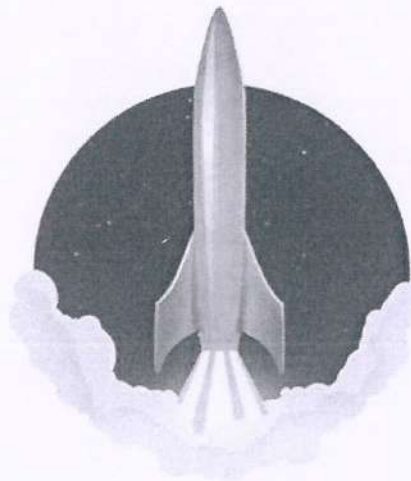
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

**USI Consulting Campus** <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 3:46 PM

Deloitte Consulting India Private Limited | May'22



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Anuja Kumar Panda &lt;anujpanda2002@gmail.com&gt;

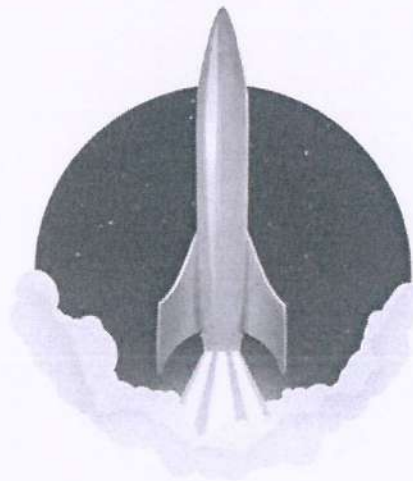
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, May 6, 2022 at 6:46 PM

Deloitte Consulting India Private Limited | May'22

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Anuroopa Sahoo &lt;anuroopasahoo@gmail.com&gt;

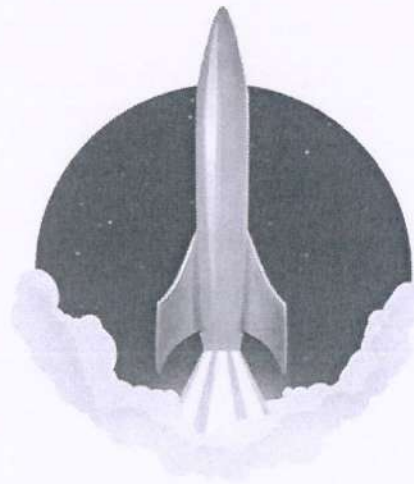
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, May 6, 2022 at 7:46 PM

Deloitte Consulting India Private Limited | May'22

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Asutosh Pattnaik &lt;pradeepattanaik1969@gmail.com&gt;

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Badal Balbantray &lt;badalbalabantaray2@gmail.com&gt;

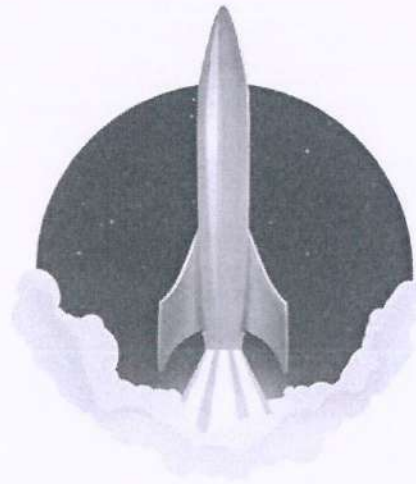
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Bhupesh kumar das &lt;bhupeshkumardas26@gmail.com&gt;

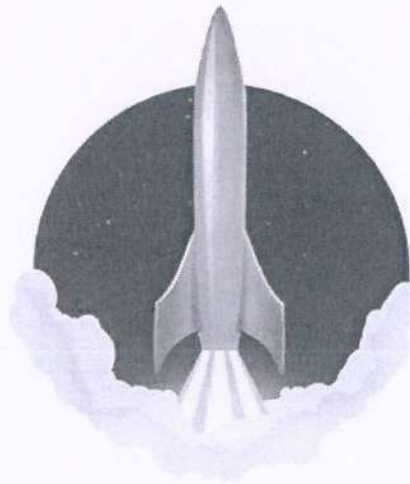
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Fri, May 6, 2022 at 4:46 PM

Deloitte Consulting India Private Limited | May'22

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Biswajit Behera &lt;itzbiswajit19@gmail.com&gt;

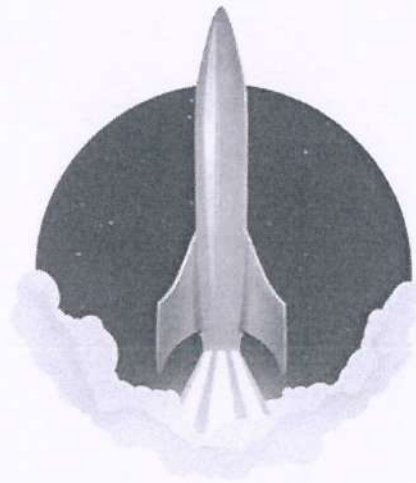
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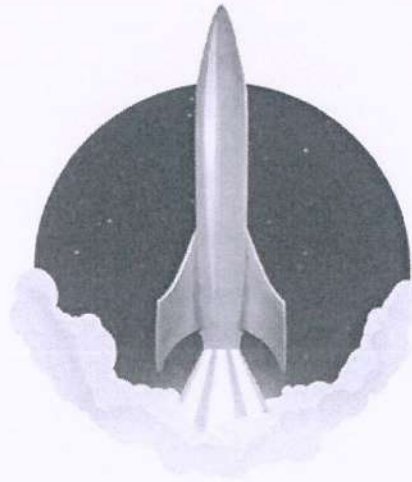
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D.Jhansi Rani &lt;janvijanvi5771@gmail.com&gt;

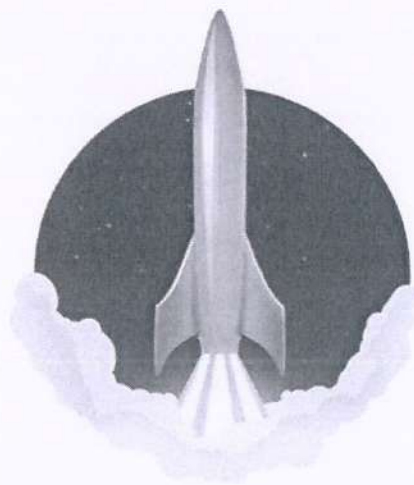
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Lokesh Gounder &lt;lokeshgounder927@gmail.com&gt;

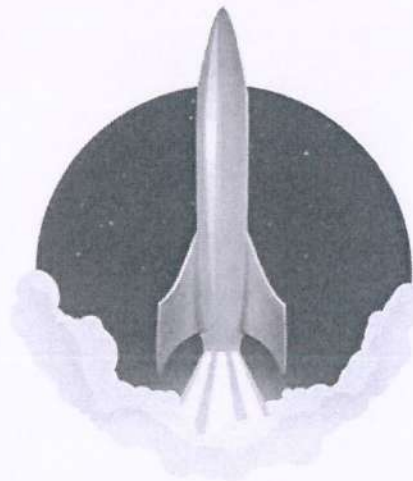
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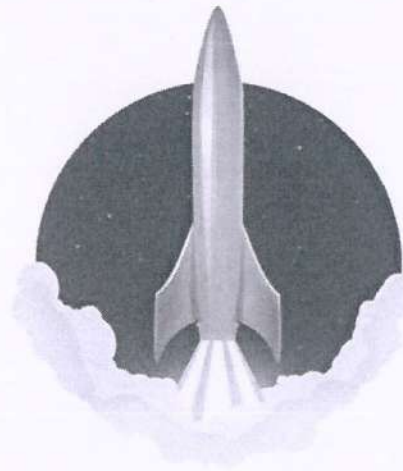


## Deloitte- Letter of Intent

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, Apr 22, 2022 at 6:51 PM

Deloitte Consulting India Private Limited | April'22



## Congratulations!

Letter of Intent to Hire

Greetings from Deloitte!

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

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sidharth kanungo <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
[Quoted text hidden]



Monalisa Nayak &lt;nmonalisha1999@gmail.com&gt;

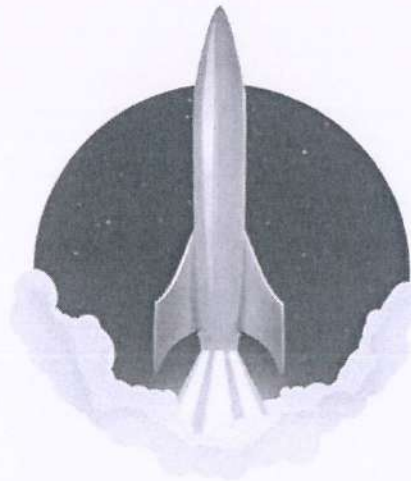
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, May 6, 2022 at 7:46 PM

Deloitte Consulting India Private Limited | May'22

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Pragyan paramita sahuo &lt;paramitapragyan12@gmail.com&gt;

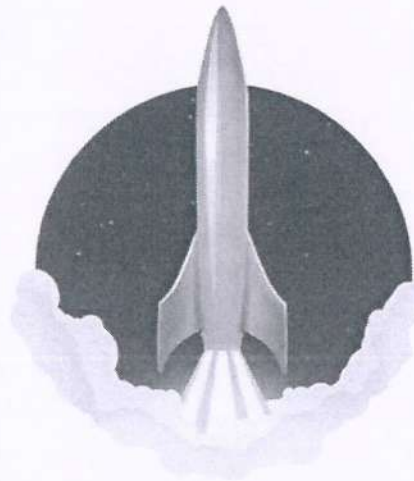
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, May 6, 2022 at 6:26 PM

Deloitte Consulting India Private Limited | May'22

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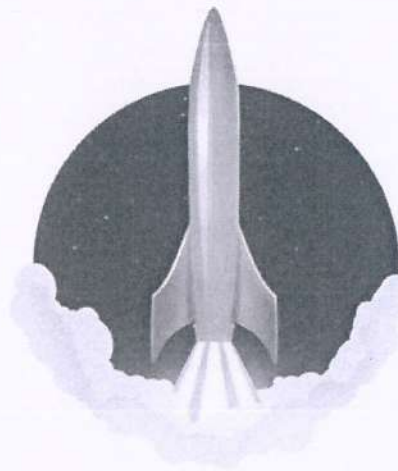


## Deloitte- Letter of Intent

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, Apr 22, 2022 at 5:51 PM

Deloitte Consulting India Private Limited | April'22



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Letter of Intent to Hire

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sidharth kanungo <[sidharth.kanungo2001@gmail.com](mailto:sidharth.kanungo2001@gmail.com)>  
To: USI Consulting Campus <[usiconsultingcampus@deloitte.com](mailto:usiconsultingcampus@deloitte.com)>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
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Ravikant Pandey <pandeyravikant05@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

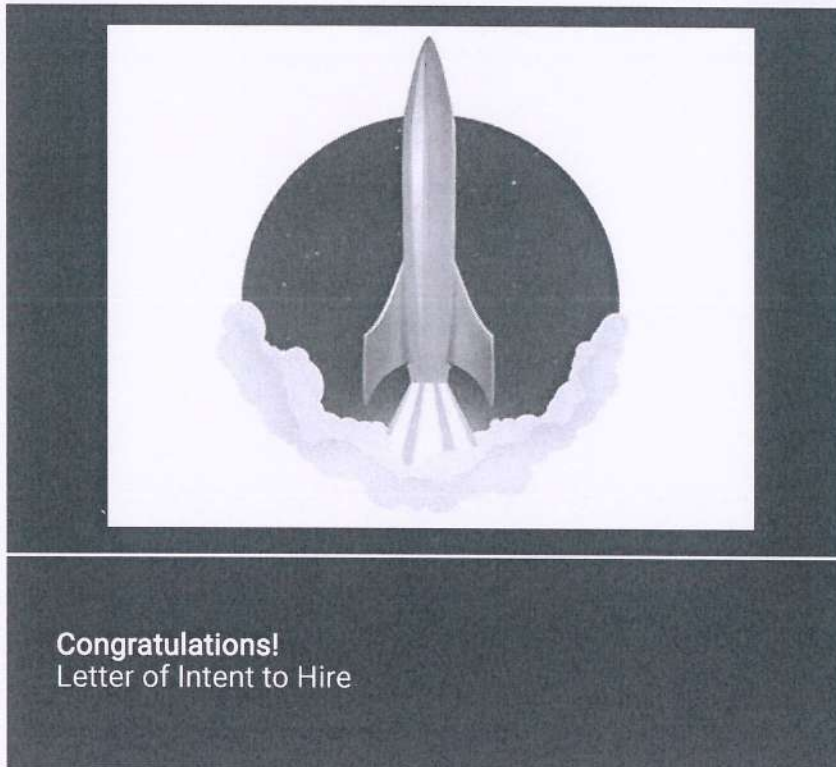
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USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 2:47 PM

**Deloitte.**

Deloitte Consulting India Private Limited May22



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Rutuparna Sha <pandeyravikant05@gmail.com>

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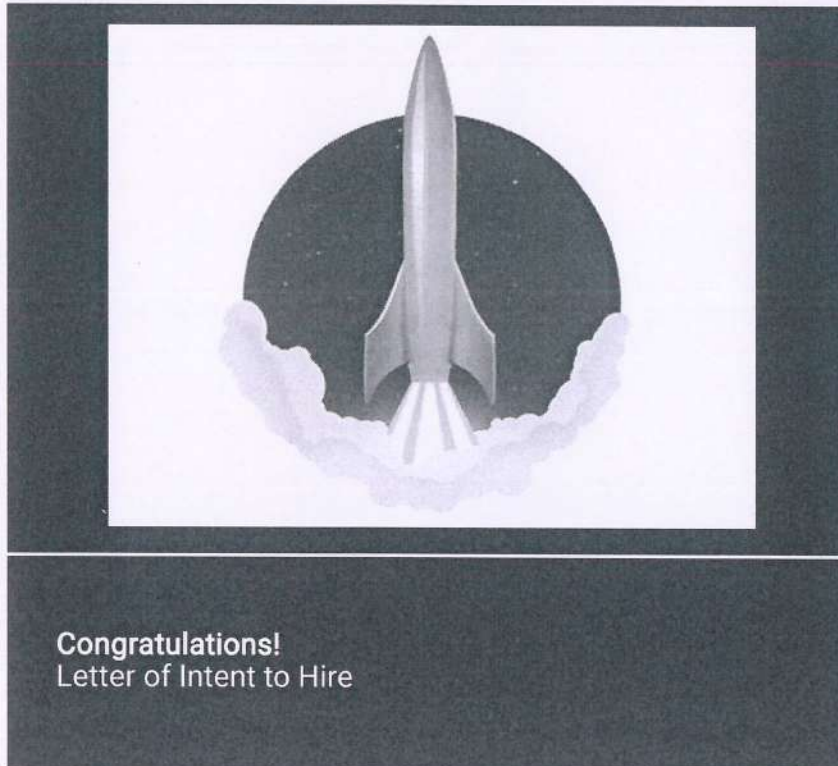
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USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 2:47 PM

**Deloitte.**

Deloitte Consulting India Private Limited May/22



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Sandeep Kumar Panda <sandippandaa2000@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

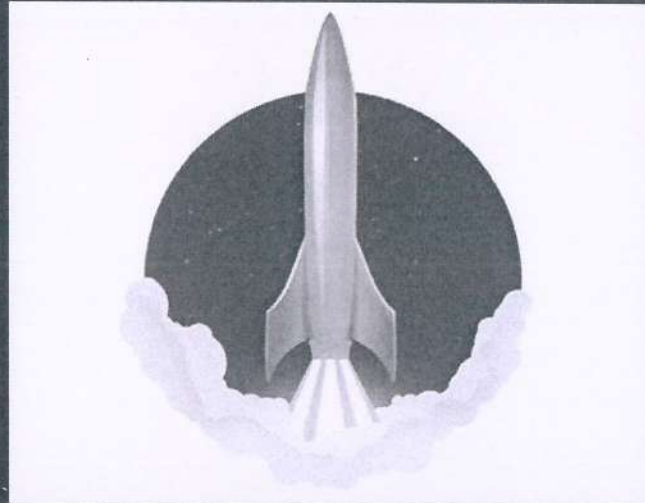
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Fri, 6 May, 2022 at 2:47 pm

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Deloitte Consulting India Private Limited | May'22



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Satwik Shubham <satwikshubham8265@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

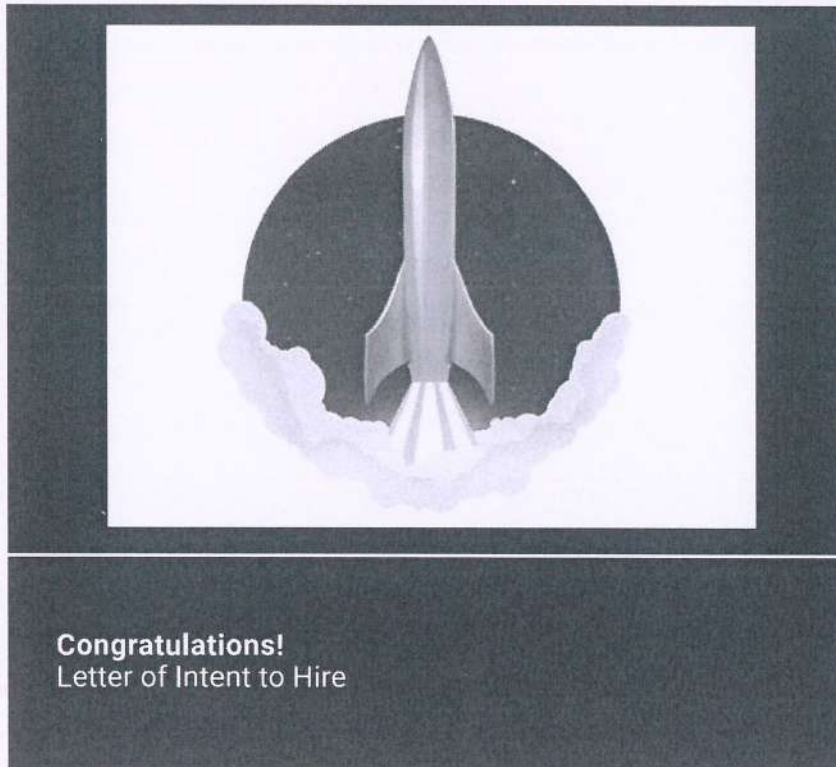
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Fri, 6 May, 2022 at 2:47 pm

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Deloitte Consulting India Private Limited | May'22



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Regards,  
Campus Recruitment team

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Satyajeet Panda <satyajeetduggu77@gmail.com>

## Deloitte- Letter of Intent - Updated Link - Mandatory

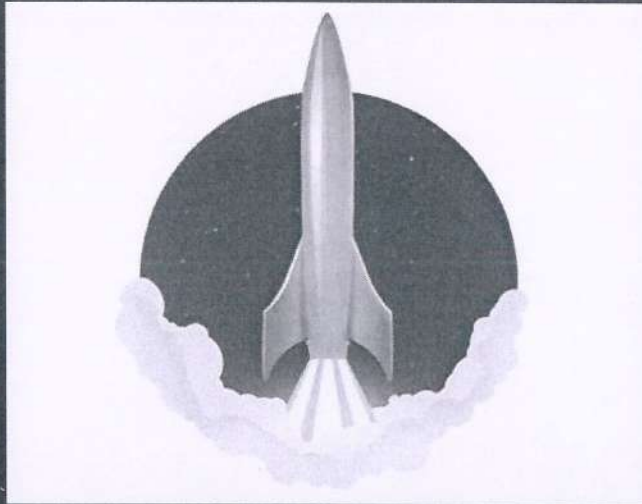
1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 8:47 pm

# Deloitte.

Deloitte Consulting India Private Limited | May'22



**Congratulations!**  
Letter of Intent to Hire

Greetings from Deloitte!

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

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Shreyosee Chatterjee <Shreyoseechatt@gmail.com>

## Deloitte- Letter of Intent - Updated Link - Mandatory

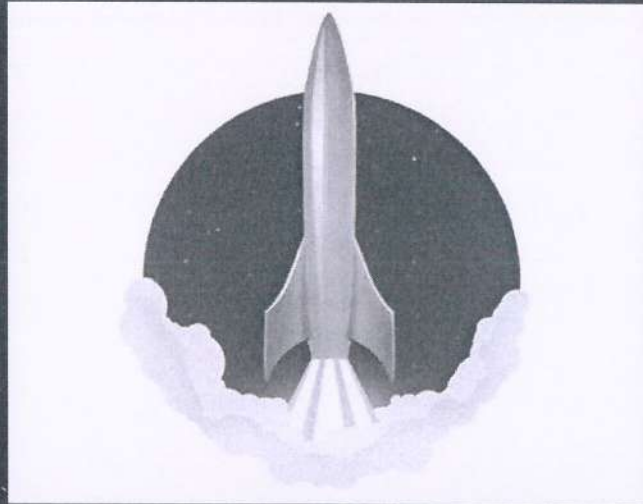
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USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 2:47 pm

# Deloitte.

Deloitte Consulting India Private Limited | May'22



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Smruti Ranjan Sahoo <smrutisahoo799@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

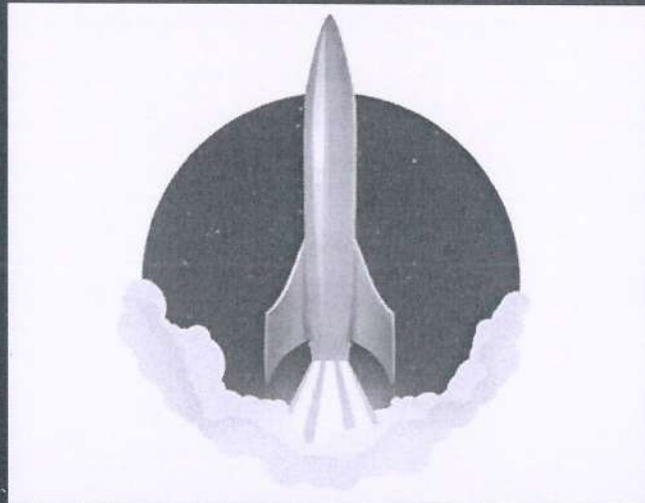
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USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 2:47 pm

**Deloitte.**

Deloitte Consulting India Private Limited | May'22



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Sonali Nayak <sonali.nayak2712@gmail.com>

**Deloitte - Letter of Intent**

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 7:08 PM

**Deloitte.**

USI Audit & Assurance | March'22



**Congratulations!**  
Letter of Intent to Hire

Greetings from Deloitte!

On behalf of Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited (the "Employer" or "Company"), we are pleased to confirm our letter of intent to hire you.

We extend this letter of intent, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization.

**As an acknowledgement of your acceptance of this letter of intent, please [click here](#) and share your acceptance (accept/decline) and provide us with a few details. Kindly do get back to us within three business days (March 1, 2021) of receipt of this mail, after which period this offer shall lapse automatically.**

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Fri, Apr 22, 2022 at 7:32 PM

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Sradha Suman Mohanty <shraddhamohanty75@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

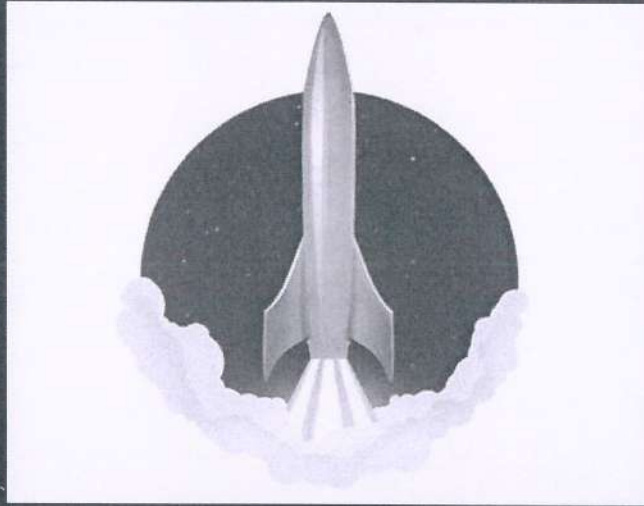
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USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 2:47 pm

**Deloitte.**

Deloitte Consulting India Private Limited | May'22



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Srutilipi Mohapatra <srutilipimahapatra23@gmail.com>

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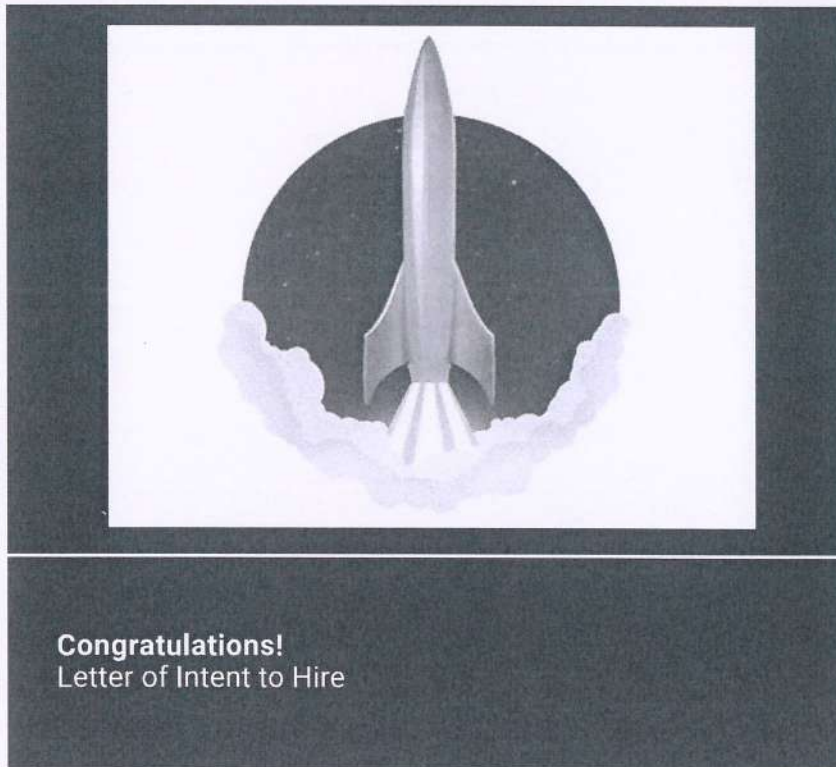
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USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 4:47 pm

**Deloitte.**

Deloitte Consulting India Private Limited | May'22



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Swati Sneha Singh <swatisneha1999@gmail.com>

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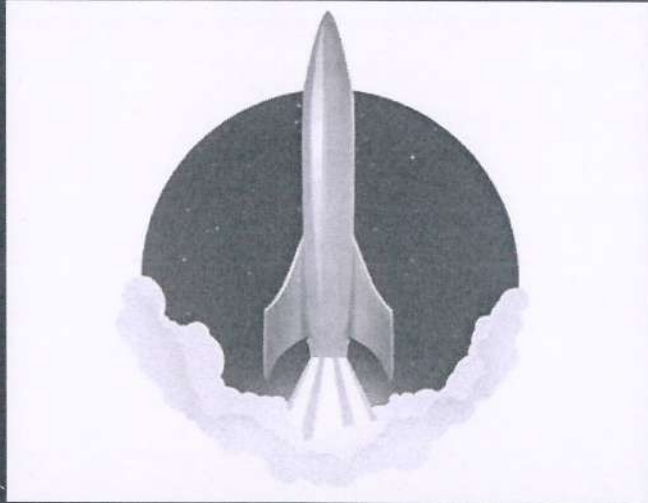
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Fri, 6 May, 2022 at 8:47 pm

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Deloitte Consulting India Private Limited | May'22



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Swetalina priyadarsini <swetalina2001@gmail.com>

## Deloitte- Letter of Intent - Updated Link - Mandatory

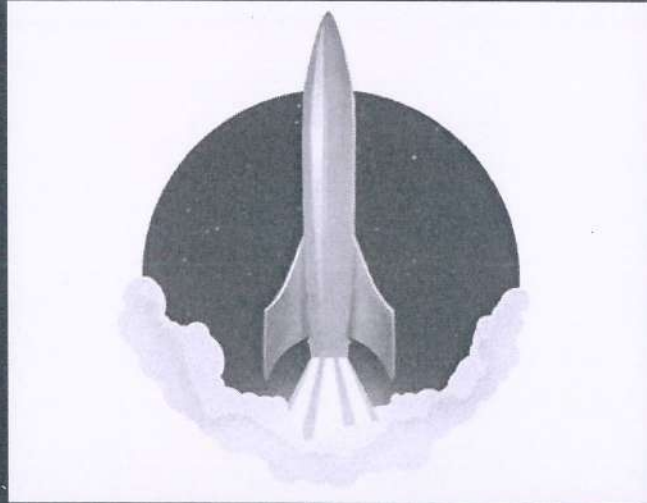
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USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 2:47 PM

# Deloitte.

Deloitte Consulting India Private Limited | May'22



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Campus Recruitment team

**About Deloitte**

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Tapaswini Nanda <tapaswaninandatina@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

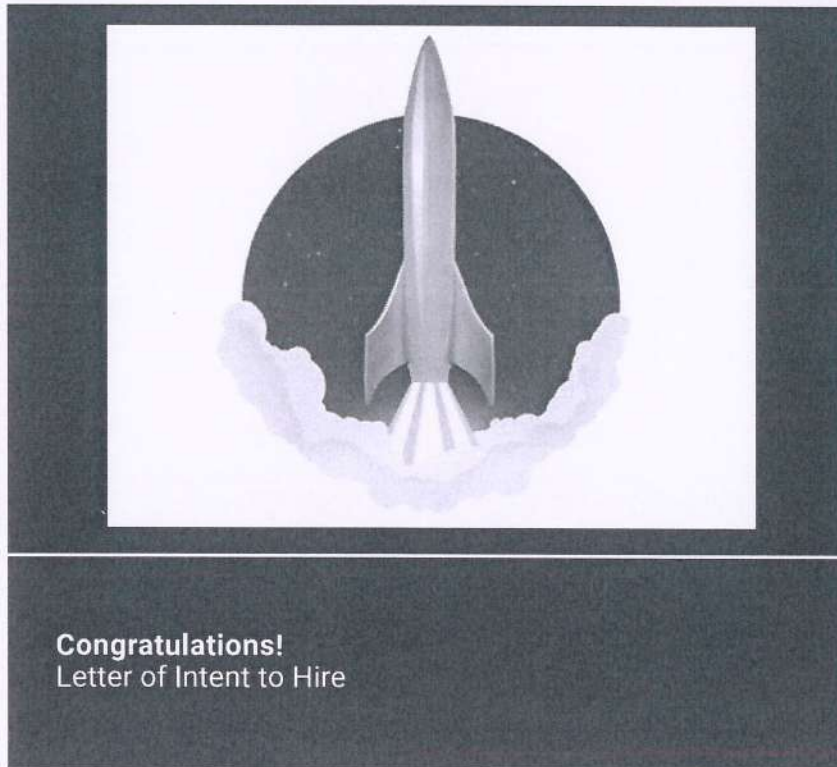
1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 5:47 pm

**Deloitte.**

Deloitte Consulting India Private Limited | May'22



**Congratulations!**  
Letter of Intent to Hire

Greetings from Deloitte!

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

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Upasana Nayak <upasana.nayak93@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

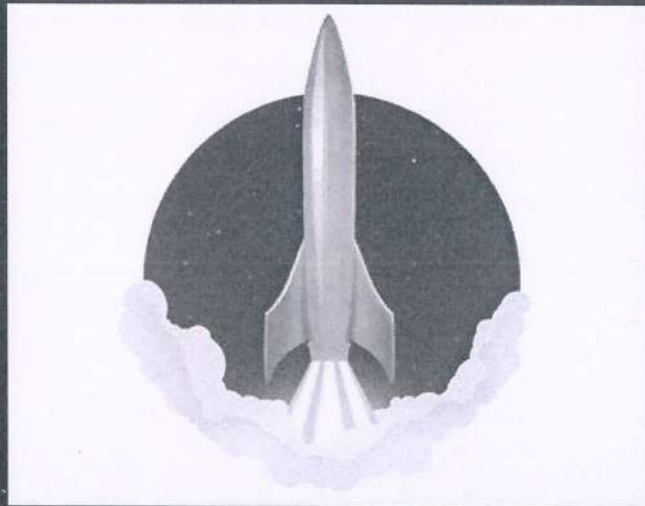
1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 4:47 pm

**Deloitte.**

Deloitte Consulting India Private Limited | May'22



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Zaid Hassmi <zaid.hassmi333@gmail.com>

**Deloitte- Letter of Intent - Updated Link - Mandatory**

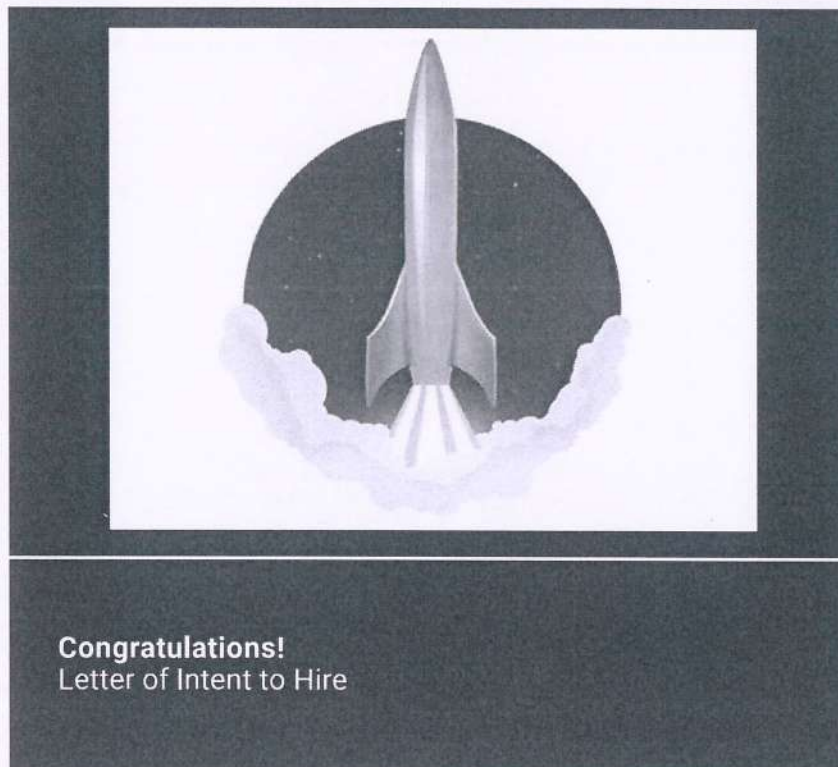
1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 6 May, 2022 at 5:47 pm

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Deloitte Consulting India Private Limited | May'22



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Sai Snigdha Nayak <saisnigdhanayak@gmail.com>

**FW: Deloitte- Letter of Intent**

1 message

**USI Consulting Campus** <usiconsultingcampus@deloitte.com>

Mon, 25 Apr, 2022 at 6:03 pm

Dear candidate,

Please reach out to us on **USI Consulting Campus** [usiconsultingcampus@deloitte.com](mailto:usiconsultingcampus@deloitte.com) for any doubts and queries.

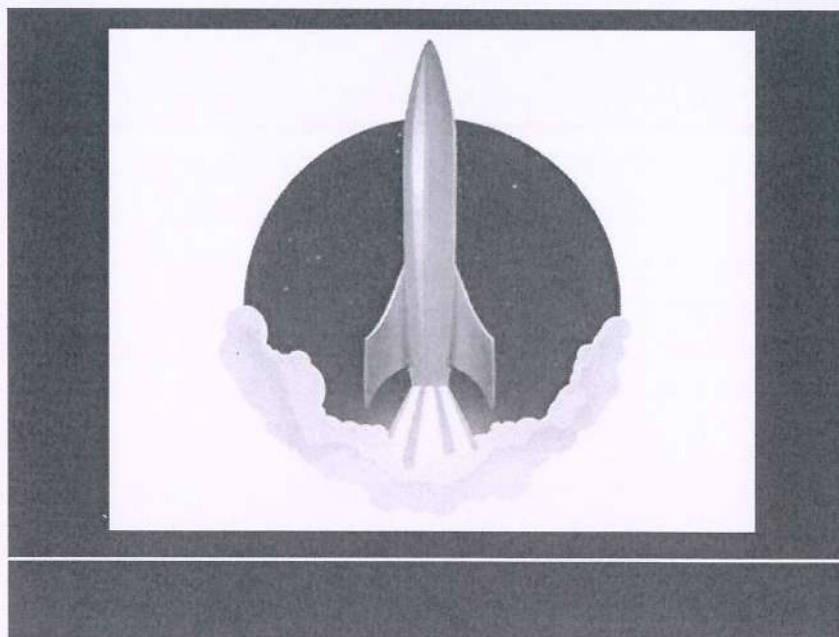
Regards,

Campus Team

**From:** USI Consulting Campus  
**Sent:** 22 April 2022 08:41 PM  
**Subject:** Deloitte- Letter of Intent

**Deloitte.**

Deloitte Consulting India Private Limited | April'22





## Congratulations! Letter of Intent to Hire

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Pushpanjali Singh <pushpanjalis484@gmail.com>

## Deloitte- Letter of Intent

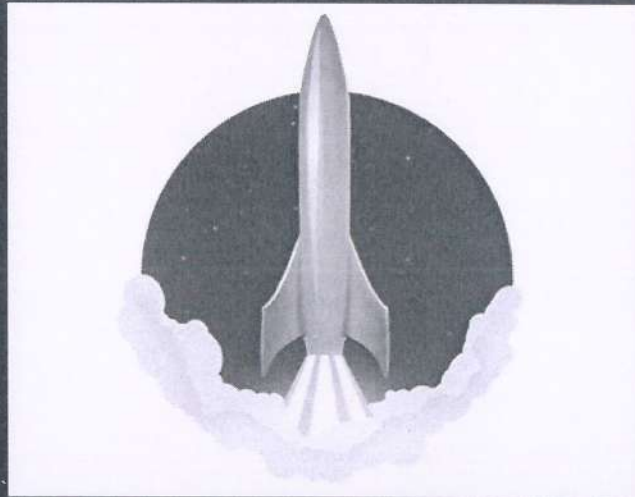
2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, 22 Apr, 2022 at 7:42 pm

# Deloitte.

Deloitte Consulting India Private Limited | April'22



**Congratulations!**  
Letter of Intent to Hire

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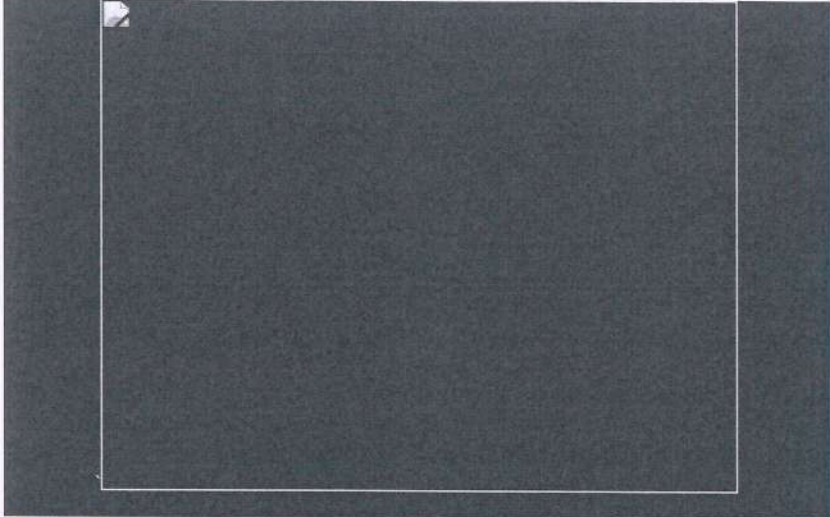
**pushpanjali Singh** <pushpanjalis484@gmail.com>  
Draft to: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Mon, 25 Apr, 2022 at 9:52 pm

Accepted.

On Fri, 22 Apr, 2022, 7:42 pm USI Consulting Campus, <usiconsultingcampus@deloitte.com> wrote:





## Congratulations!

### Letter of Intent to Hire

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Surabhi Kumari <surabhi21kumari@gmail.com>

## Deloitte- Letter of Intent

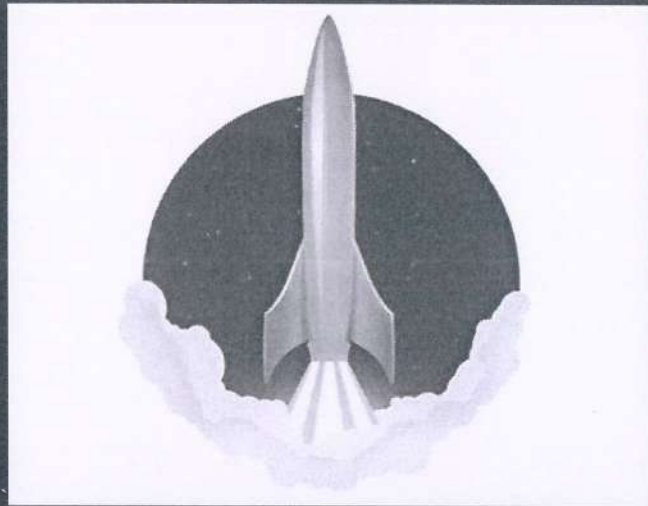
1 message

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Deloitte Consulting India Private Limited | April'22



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Anwasha Jena <anweshajena2021@gmail.com>

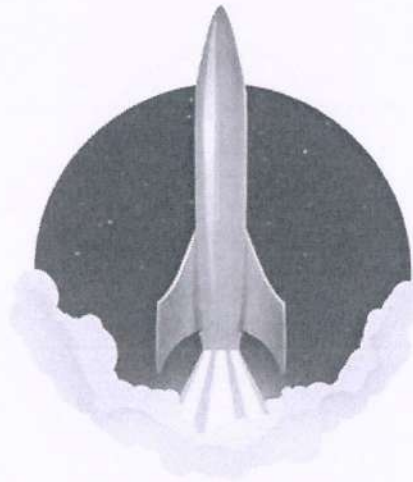
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

**USI Consulting Campus** <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 2:46 PM

Deloitte Consulting India Private Limited | May'22



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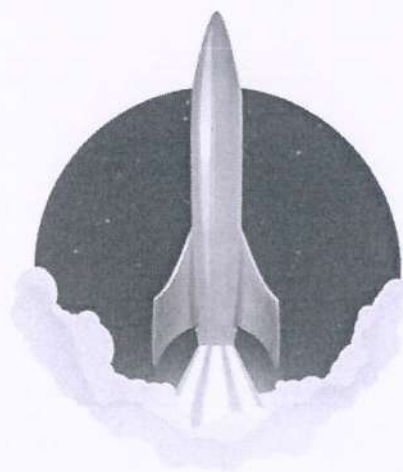
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Deloitte- Letter of Intent

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 5:54 PM

Deloitte Consulting India Private Limited | April'22



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Letter of Intent to Hire

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To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

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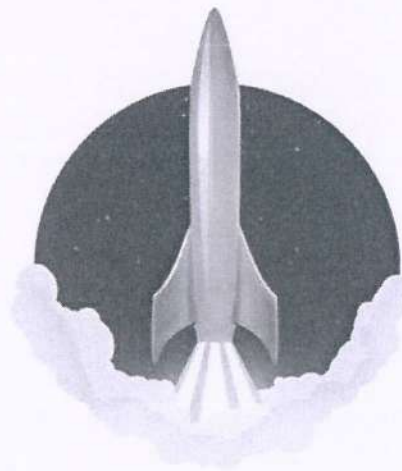


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Fri, Apr 22, 2022 at 6:43 PM

Deloitte Consulting India Private Limited | April'22



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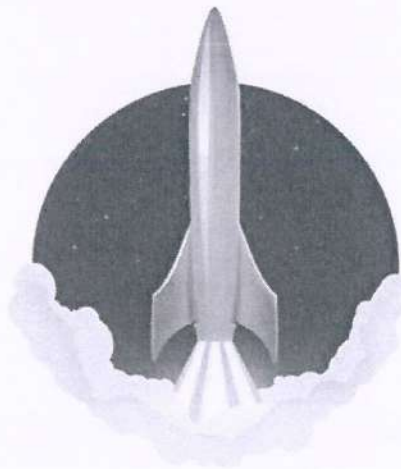
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Deloitte Consulting India Private Limited | April'22



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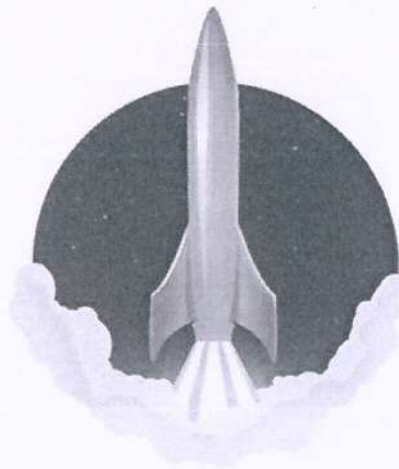
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## Deloitte- Letter of Intent

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Deloitte Consulting India Private Limited | April'22



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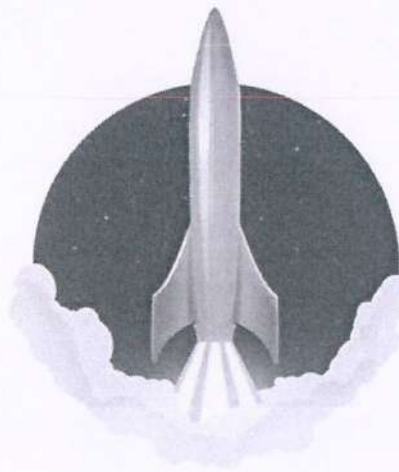


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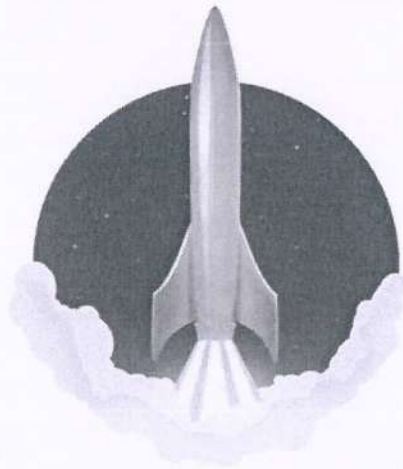
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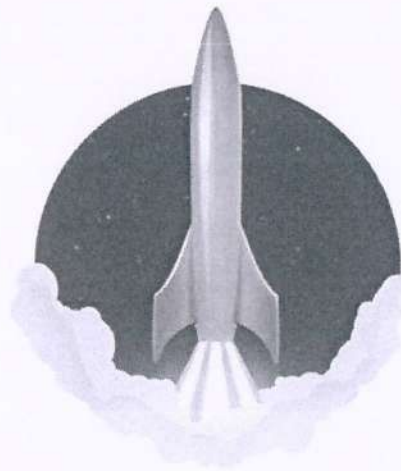
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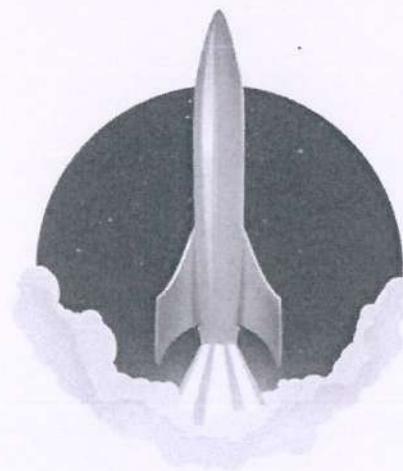


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sidharth kanungo <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
[Quoted text hidden]

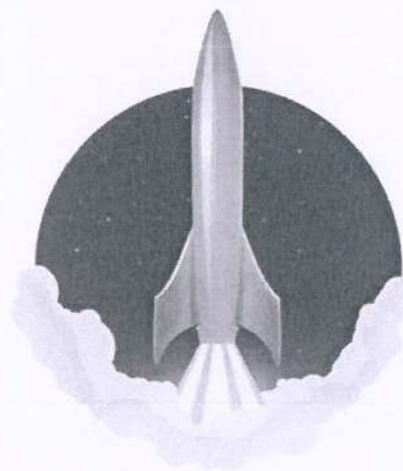
## Deloitte- Letter of Intent

2 messages

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, Apr 22, 2022 at 6:41 PM

Deloitte Consulting India Private Limited | April'22



## Congratulations!

Letter of Intent to Hire

Greetings from Deloitte!

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To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
[Quoted text hidden]



Pratibha Panda <pratibhapanda2205@gmail.com>

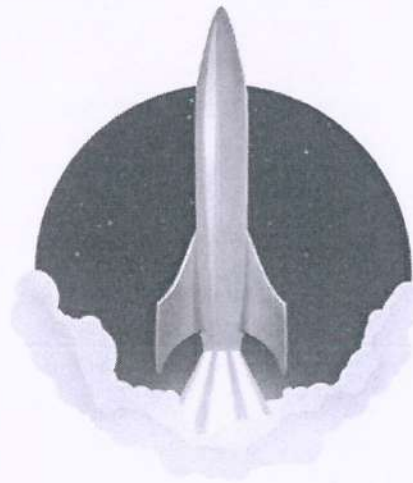
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

**USI Consulting Campus** <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 4:46 PM

Deloitte Consulting India Private Limited | May'22



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Letter of Intent to Hire

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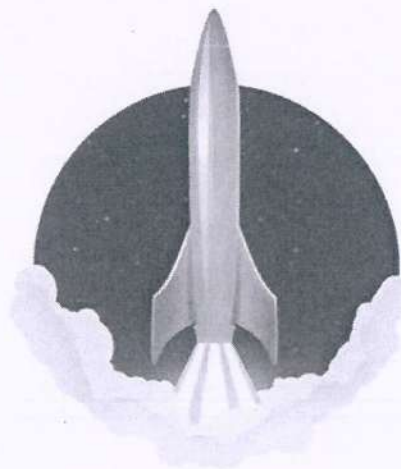
Deloitte- Letter of Intent

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 5:31 PM

Deloitte Consulting India Private Limited | April'22



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**sidharth kanungo** <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.

[Quoted text hidden]



Satya Narayan Sahoo <narayansatya4545@gmail.com>

## Deloitte- Letter of Intent - Updated Link - Mandatory

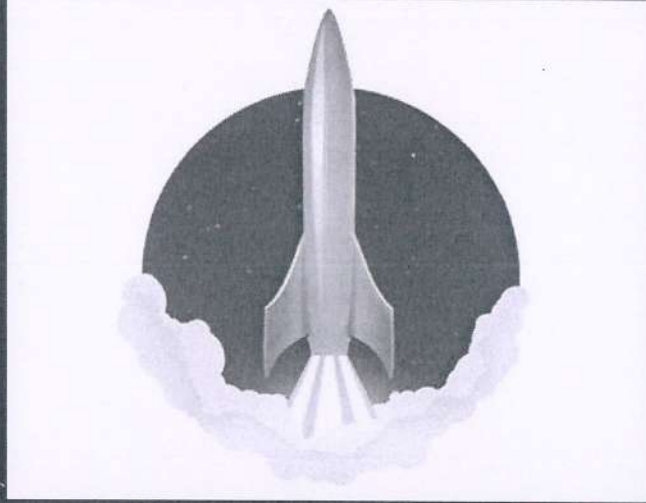
1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 7:00 PM

# Deloitte.

Deloitte Consulting India Private Limited | May'22



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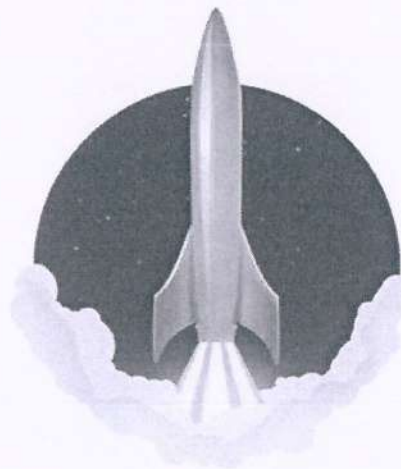
Deloitte- Letter of Intent

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 6:41 PM

Deloitte Consulting India Private Limited | April'22



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Fri, Apr 22, 2022 at 9:29 PM

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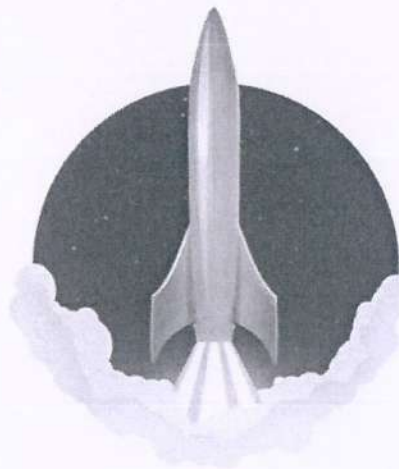
Deloitte- Letter of Intent

2 messages

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Fri, Apr 22, 2022 at 6:41 PM

Deloitte Consulting India Private Limited | April'22



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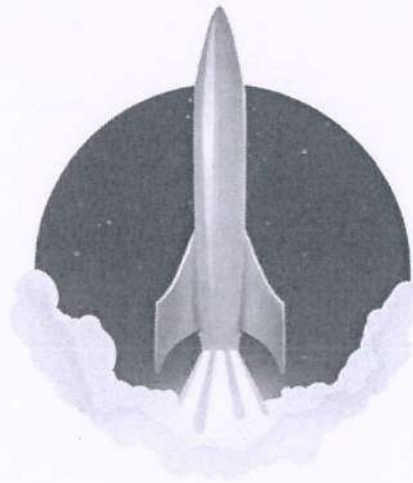
**Deloitte- Letter of Intent - Updated Link - Mandatory**

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USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, May 6, 2022 at 2:46 PM

Deloitte Consulting India Private Limited | May'22

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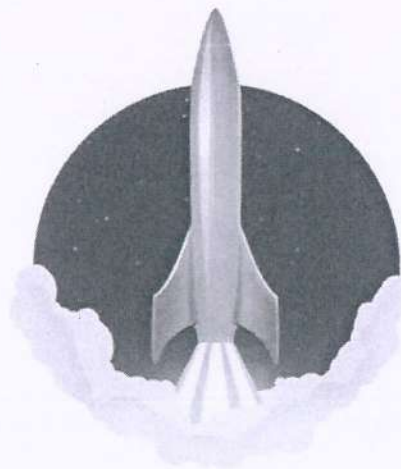
**Deloitte- Letter of Intent**

2 messages

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Fri, Apr 22, 2022 at 7:41 PM

Deloitte Consulting India Private Limited | April'22



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sidharth kanungo <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.

[Quoted text hidden]





Smita Mishra &lt;mishrasmita041@gmail.com&gt;

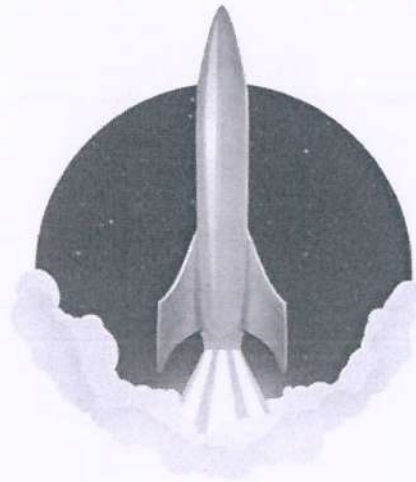
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, May 6, 2022 at 3:46 PM

Deloitte Consulting India Private Limited | May'22

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Letter of Intent to Hire

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Sonali Priyadarsini Sahoo <aspsonalipriyadarsini@gmail.com>

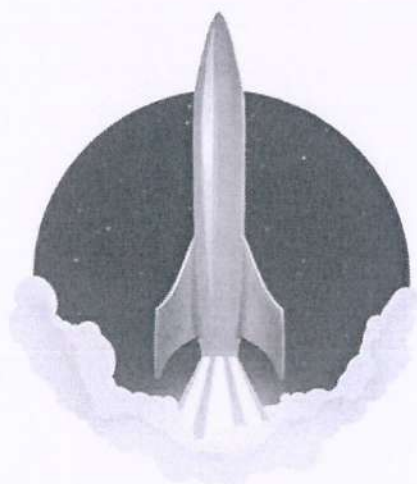
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 2:46 PM

Deloitte Consulting India Private Limited | May'22



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Soumya Darshan Puhan <sonu911457@gmail.com>

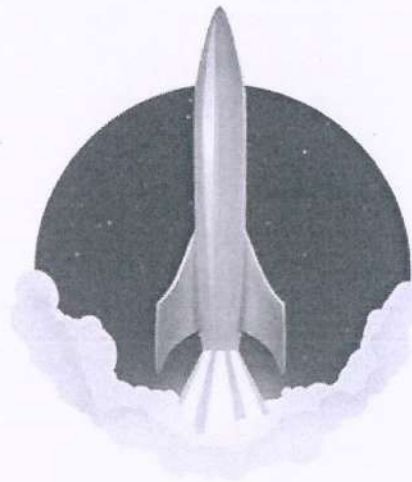
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

**USI Consulting Campus** <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 4:46 PM

Deloitte Consulting India Private Limited | May'22



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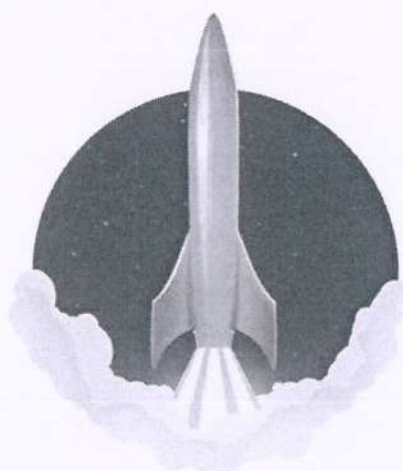
**Deloitte- Letter of Intent**

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 6:41 PM

Deloitte Consulting India Private Limited | April'22



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**sidharth kanungo** <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

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Subhashree Swain <swainsubhashree186@gmail.com>

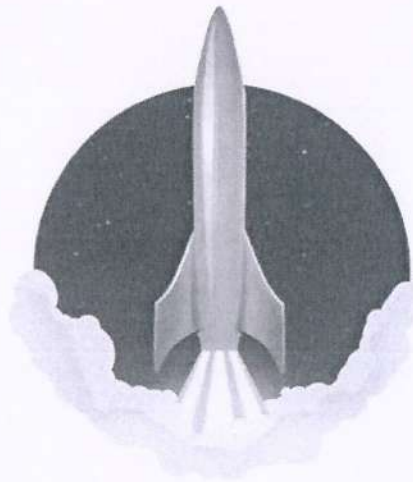
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 4:46 PM

Deloitte Consulting India Private Limited | May'22



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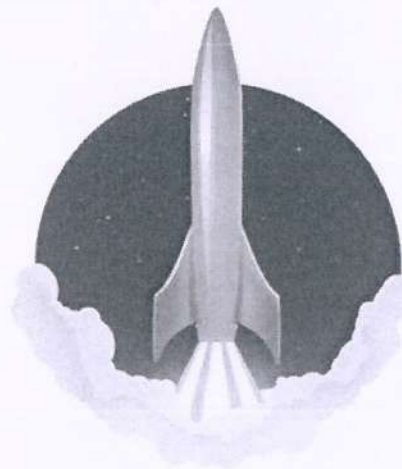
Deloitte- Letter of Intent

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 5:41 PM

Deloitte Consulting India Private Limited | April'22



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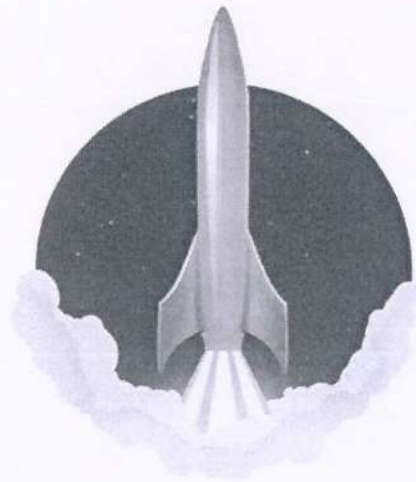
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1 message

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Tapaswini Samantaray &lt;tapaswinisamantaray74@gmail.com&gt;

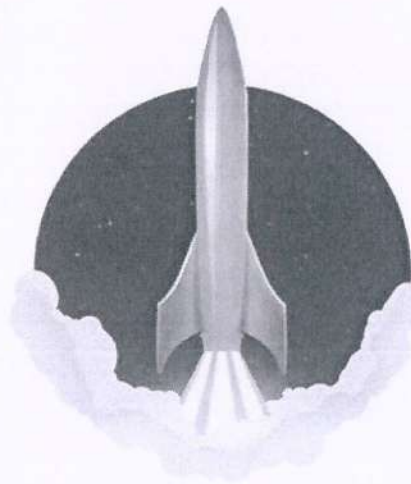
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Regards,  
Campus Recruitment team

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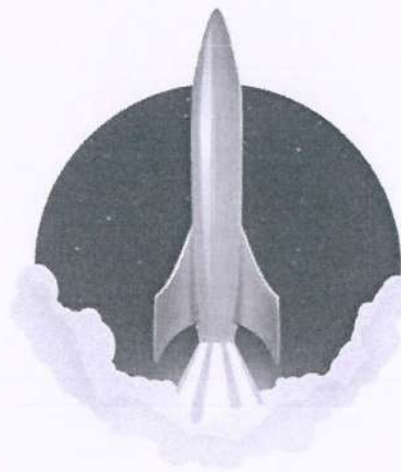
**Deloitte- Letter of Intent**

2 messages

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 4:41 PM

Deloitte Consulting India Private Limited | April'22



**Congratulations!**  
Letter of Intent to Hire

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sidharth kanungo <sidharth.kanungo2001@gmail.com>  
To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
[Quoted text hidden]





Zahra Parwez <zahra.parwez@gmail.com>

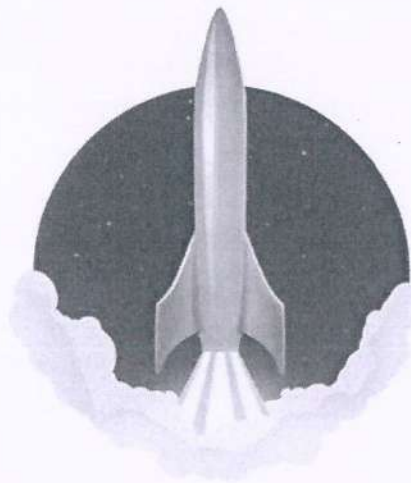
**Deloitte- Letter of Intent - Updated Link - Mandatory**

1 message

**USI Consulting Campus** <usiconsultingcampus@deloitte.com>

Fri, May 6, 2022 at 3:46 PM

Deloitte Consulting India Private Limited | May'22



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Letter of Intent to Hire

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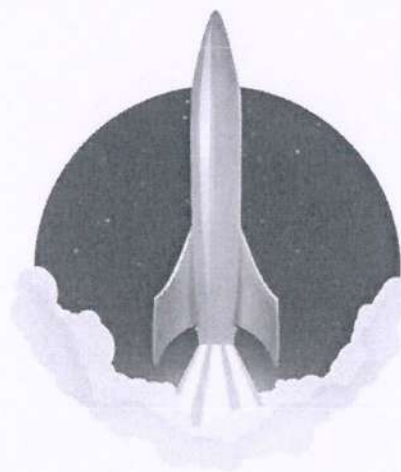
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Deloitte- Letter of Intent

USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 6:41 PM

Deloitte Consulting India Private Limited | April'22



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To: USI Consulting Campus <usiconsultingcampus@deloitte.com>

Fri, Apr 22, 2022 at 9:29 PM

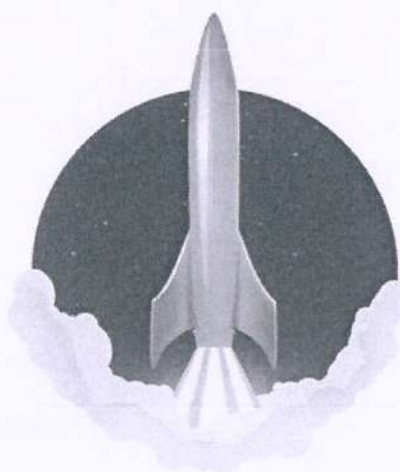
I accept the offer.  
[Quoted text hidden]

## Deloitte- Letter of Intent

USI Consulting Campus &lt;usiconsultingcampus@deloitte.com&gt;

Fri, Apr 22, 2022 at 6:54 PM

Deloitte Consulting India Private Limited | April'22



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To: USI Consulting Campus <[usiconsultingcampus@deloitte.com](mailto:usiconsultingcampus@deloitte.com)>

Fri, Apr 22, 2022 at 9:29 PM

I accept the offer.  
[Quoted text hidden]





# DRIEMS

INSTITUTE OF HEALTH SCIENCES AND HOSPITAL



Ref. ....

Date. ....

To

Date: 09/09/2023

Ms. Krishna Kasturika Bhol  
Gop, Purj, Odisha

**Sub: Offer for Employment**

Dear Ms. Krishna Kasturika Bhol

We're delighted to extend this offer letter of employment for the position of **Assistant Manager, Quality Control** with **PADMINI CARE, DRIEMS INSTITUTE OF HEALTH SCIENCES AND HOSPITAL, Tangi, Cuttack**

Your initial location of posting would be at Tangi, Cuttack, Orissa effective from **October 01<sup>st</sup> 2023** or any another mutually agreed upon date.

Please note if you fail to join by the stipulated date, this offer shall automatically stand withdrawn.

You will be entitled to a Gross Salary **Rs. 2, 40, 000/- (One Two Lac Forty Thousand Only)** per annum with the agreed terms and conditions. The specific details will be published in the detailed appointment letter at the time of joining.

Please note all the payouts will attract tax as per applicable norms. The offer letter is subject to verification of all information provided by you being factually correct and you being found medically fit which you are requested to furnish as part of your joining documentation.

Request you to please revert with your acceptance within a week from the receipt of this letter. In case there is no revert from you, the offer stands withdrawn.

You will be on probation for the first six months and your performance will be reviewed in 3 months and re-assessed at the end of six months. You shall be confirmed only after satisfactory completion of probation period of 6 months from Date of Joining. If your performance is not found to be satisfactory your probation can be further extended to a maximum of 3 months at the discretion of the management.



# DRIEMS

**INSTITUTE OF HEALTH SCIENCES AND HOSPITAL**

**PADMINI**

Ref .....

Date .....

We welcome you to PADMINI CARE and hope that you enjoy the workplace to the best. Your Appointment letter will be issued on the day of joining the organization. Your employment with us will be governed by the Terms & Conditions specified in the appointment letter to follow.

The documentation required to be submitted on the date of joining the organization are mentioned below:

- Last 3 months pay slips
- Experience & Relieving letter of all past employers Relieving letter of last employer
- Education Certificates / Passport size photographs
- Pan Copy / Aadhar Card / Passport Copy
- Permanent address proof

Please note that your offer has been made based on the information furnished by you. The company reserves the right to review the offer of employment in case of discrepancies.

We congratulate you on the association and wish you a long and successful career with us.

Yours Faithfully

For **DRIEMS INSTITUTE OF HEALTH SCIENCES AND HOSPITAL**

**Dr. Jyoti Prakash Parija**  
**Chief Operating Officer**



REF.NO: ESSPL/HR/ 180422462

Date: 18<sup>th</sup> April'22

Name: Swati Priyadarshinee Nayak  
Mail ID: [swati.priyadarshinee.sp@gmail.com](mailto:swati.priyadarshinee.sp@gmail.com)  
Contact Number: 6371531987

Dear Swati,

**RE: OFFER FOR THE POSITION OF SOFTWARE TRAINEE**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the position of **Software Trainee (Grade – A1)** on the mutually agreed terms and conditions.

As discussed, you should join duties on or before **21-April-2022**. At the time of your joining, you would be required to submit the following: -

- a) Proof of Age (Date of Birth Certificate)
- b) Certified true copies of your education / professional qualifications.
- c) 4 passport size colored photographs.
- d) Passport Original and Photocopy
- e) PAN Card Original & Photocopy
- f) Aadhar Card Original & Photocopy

You will be on probation for a period of six months from the date of joining.

On joining, you may please meet **Ms.Sudesna Nayak**. On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties. Your initial posting will be in **Bhubaneswar**, however you may be transferred to any other office locations of ESSPL in India or abroad.

A handwritten signature in black ink, appearing to be the initials 'A' followed by a flourish.



ENTERPRISE SYSTEM SOLUTIONS (P) LTD.  
CIN : U72200OR1998PTC005180



E mail : [ess@esspl.com](mailto:ess@esspl.com)  
Tel : +91-674-7106000  
Fax : +91-674-7106050

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Your offer is valid subject to reference check from our authorized verification agency.

Thanking you,  
Yours faithfully,

For Enterprise System Solutions Pvt. Ltd.,

(Mr. Somprabh Jha)  
Vice President

I ACCEPT

Swati Priyadarshinee Nayak  
(21.04.22)

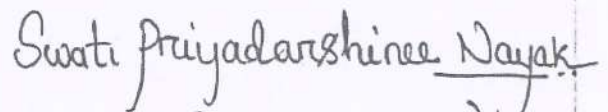
Encl.: Proposed Salary Annexure.

	Particulars	Amount in INR (per Annum)	Amount in INR (per Monthly)
1	Basic Salary	96000	8000
2	HRA	38400	3200
3	Special Allowances	124462	10372
4	Other Non-Taxable Allowances	0	0
5	Sum of (1)+(2)+(3)+(4)	258862	21572
6	Provident Fund	11520	960
7	Gratuity	4618	385
8	Insurance	0	0
9	Fixed CTC [(5) + (6) + (7) +(8)]	275000	22917
10	Variable Pay Annual Performance Bonus	25000	
11	Cost To Company [(9) + (10)]	300000	

Enterprise System Solutions Pvt. Ltd.,

  
(Mr. Somprabh Jha)  
Vice President

I ACCEPT

  
(21.04.2022)



Date: 21<sup>st</sup> Apr 2022

Ref. No. 180422462

Name: Ms. Swati Priyadarshinee Nayak  
[swati.priyadarshinee.sp@gmail.com](mailto:swati.priyadarshinee.sp@gmail.com)

Dear Ms.Swati,

Ref: Your application dated 1/04/2022 and interview dated 18/04/2022 for the post of Software Trainee-A1 with us.

We refer to your application and interviews you had with us, as referred to above. We have pleasure in offering to you the **position of Software Trainee, Grade – A1** in our organization with effect from the date of your reporting for duties, which cannot be later than **21<sup>st</sup> April 2022**. The terms and conditions of appointment shall be effective from your date of joining.

Your employment is governed by terms & conditions of employment mentioned in Annexure B. You will also be governed by the rules and regulations and practices as per various company policies and Code of Conduct, which may be modified by the management from time to time. You may please note that your Terms of employment and compensation payable are highly confidential and if the need arises, you may discuss it only with your reporting manager and not with other colleagues.

- a. You will be paid an Annual Total Compensation of **Rs.300000 /-** per annum which includes fixed components: Basic Salary, Allowances, LTC, Insurance, PF & Gratuity.

The other details about your compensation are presented in Annexure-A.

The Company shall be entitled to deduct from your remuneration, income-tax, other taxes and levies which it is liable to deduct at source. . You shall be solely responsible for filing your tax return and paying any other taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration.



### Annexure A

#### DETAILS OF ANNUAL TOTAL COMPENSATION

	Particulars	Amount in INR (per Annum)	Amount in INR (per Monthly)
1	Basic Salary	96000	8000
2	HRA	38400	3200
3	Special Allowances	124462	10372
4	Other Non-Taxable Allowances	0	0
5	Sum of (1)+(2)+(3)+(4)	258862	21572
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8	Insurance	0	0
9	Fixed CTC [(5) + (6) + (7) + (8)]	275000	22917
10	Variable Pay Annual Performance Bonus	25000	
11	Cost To Company [(9) + (10)]	300000	

b. As an employee of ESSPL you may also opt the following flexi benefits:

1. Sodexo Meal/ Gift Voucher.
2. Group Medclaim Insurance
3. Personal Accident Insurance
4. LTA

Once you receive the appointment letter please sign it in duplicate and return a copy along with the signed copy attached annexure

- a) Annex B – Terms and conditions of the employment
- b) Annex C – Non disclosure agreement
- c) Code of conduct



## Annexure B

### TERMS AND CONDITIONS OF EMPLOYMENT

You shall be governed by the following Terms & Conditions of Service ("Terms & Conditions") during your employment with Enterprise System Solutions Pvt. Limited (hereafter referred as "Company/ESSPL"), and those that may be amended from time to time in future as published through "Employee Guide book to ESSPL".

#### Representation and credentials:

The company has made the offer of employment on the basis of your verbal representations and copies of the documents provided by you to the Company at the time of recruitment process. You hereby agree and expressly authorize the Company to do the verification to authenticate all the Information submitted by you and check up on your background. The company reserves all the right to terminate your services forthwith at the time of joining or at any time in future during your employment with the Company if any of the information provided by you is found to be false or misleading (whether in part or whole) and/or in case you appear to have any criminal background.

#### INITIAL POSTING AND TRANSFER:-

- a) Your initial posting shall be **Bhubaneswar**.
- b) As part of your employment with Company, you will be based at any one of Company's offices or its affiliate(s) – existing or which may come up in due course, as per the business needs. However, based on company's requirement, you may be required to work from home.
- c) The Company reserves the right to transfer you at any point of time during your employment with Company to any of its other location(s), its affiliate(s) or Company's customer location(s) – existing or which may come up in due course, within or outside India as per the business needs and you shall comply with the Company's rules relating to relocation to or from a customer location.
- d) The Company reserves the right to transfer you on a temporary or permanent basis to other job functions or departments within the Company and assign such other duties as may be deemed fit in the interest of the Company.
- e) For traveling on duty, you will be governed by the Travel policy of the company as may be applicable from time to time.

#### Probation Period

- a) You will be in probation for 6 months from the date of joining during which time your performance and conduct shall be appraised and monitored.





- b) If your performance is not found satisfactory during the Probation period, your probation period will be extended maximum up to 3 (three) months subject to management approval and you will be under a performance improvement plan (PIP). At the end of PIP period if the performance is still not satisfactory then the employment will be terminated immediately.
- c) The Company reserves the right at its sole discretion to extend your probation period for an additional period of up to 3 (three) months, before confirming or terminating your appointment.
- d) If you voluntarily resign during your probation period, you shall serve a notice period of 4 months with the company or you agree to pay 6 months of your gross salary to the company. For this, the employee has to serve minimum 50% of the notice period and rest of the period can be settled by payment. This option of "Buyout of notice period" is subjected to the approval from ESSPL management team considering business & customer needs.
- e) After satisfactory completion of your probation you will be absorbed in a permanent role in the company at a suitable level. Your employment conditions will be governed by the company's employee handbook.

**LEAVES:-**

- a. You will be entitled for 18 working days of earned leave and 2 working days of paid sick leave in a year for a normal attendance over the year.
- b. Maternity and paternity, bereavement leave leaves will be applicable as per the policy

**EMPLOYEE POLICIES AND RULES AND REGULATIONS:**

- a) You hereby acknowledge that you shall, in addition to the terms and conditions of employment specifically stated in this letter, be governed by the employee Policies, rules, regulations and such other practices, systems, procedures and policies (including but not limited to the Company's policy against sexual harassment) framed by the Company from time to time. The Company may, at its sole discretion, alter or amend the employee Policies, rules, regulations and directives which apply to you, as well as any terms and conditions of employment, subject to applicable laws. All alterations, amendments & new policy introduction shall be circulated to ESSPL family & shall be applicable to you with immediate effect, unless otherwise notified.
- b) You further acknowledge that you shall be/ have been provided with an access to systems, procedures and employee Policies as is applicable to you, which you have carefully and completely read and understood. You hereby agree to fully comply with the employee Policies and terms and conditions of the employment, the Company's policy against sexual harassment and all other rules and regulations as framed by the Company during the course of your employment with the Company. Failure to do so may result in disciplinary action being initiated by the Company.
- c) You shall also fully acquaint yourself with various laws, orders, rules, regulations, notifications, etc. of the central, state, local and/or any other authority in force from time to time affecting or

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concerning directly or indirectly the Company and its business and affairs in so far as they relate to the discharge of your duties and responsibilities. You shall ensure that all the requirements there under as also the principles of sound commercial practice are fully observed and complied with during the discharge of your duties for the Company.

- d) You acknowledge that you fully understand and appreciate that adherence to the highest degree of ethics in conducting business is of utmost importance to the company. You represent and warrant that you shall comply with all applicable legal requirements and refrain from indulging in corrupt business practices. Without limiting the generality of the foregoing, you shall not engage in any acts that can be construed as "bribery" under anti-corruption laws in India, including, for example, any payment of any monies or gift of any items of value, either directly or indirectly, to (a) an official or employee of any government or political party, (b) political candidates, (c) employees of government enterprises, or (d) any person who deals with the Company with its business, for the purpose of influencing any action or decision, or securing an improper advantage in obtaining or retaining the business. You agree that you will notify the Company in writing immediately of the occurrence of any event that renders the foregoing statements in this clause incorrect.

#### Separation from the Company

- a) Either party can terminate the employment contract by giving a four months written notice during the initial two years of employment. After completion of 2 years of employment the notice period will be 3 (three) months.
- b) In the event of termination of employment by ESSPL for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.
- c) You may terminate your employment, with the company, by giving four months notice period and seek sanction of your resignation from your superior. Upon your resignation being accepted, you will be responsible for completing all the tasks assigned to you during the notice period and shall hand over charge of all ongoing work, documents, files and property of the Company in an orderly and systematic manner, under a written acknowledgment.
- d) In case your performance is found not satisfactory, then the employment will be terminated by giving 1 month notice period.
- e) In case you resign within the first Twelve months of employment, and if any expenses were incurred by the Company towards (a) your relocation; and (b) notice period buyout from your previous employer, and or joining bonus, interest free loan etc. shall be recovered from you or from your full and final settlement of dues.
- f) As per the current policy, retirement age of employees in the company is 60 years.



## DUTIES

- a) You shall not, without the Company's prior written consent, be in anyway directly or indirectly engaged in or concerned with any other business or employment during or outside your working hours in the Company. You may however, if so desired, take up any honorary work of social or charitable nature, literary, artistic or scientific character; under a due written intimation to the Human Resources (HR) Department of the Company. If any such work is undertaken by you any time during the employment with the company, you shall ensure that the same shall not affect your working hours, performance at work and you will always abide by the exigencies of work.
- b) During your employment, you shall not directly or indirectly engage in any conduct which may conflict with the best interests of the Company. Also you shall not divulge any confidential information which you may be privy too or collect during the course of your employment, with anyone within or outside the organization, unless the person needs to know the same for completing the task assigned to him/her by the company. You will be bound by the company's confidentiality policy during as well as post cessation of your employment with the company.

## CONFIDENTIALITY:

- a) You shall maintain utmost secrecy with regard to confidential and proprietary information relating to company. This information includes and is not limited to trade secrets, technical processes, finance and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b) You shall not during your employment and at all times thereafter, directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into public domain otherwise than through unauthorized disclosure by you or you shall be obliged to disclose such information by law. In such case you shall immediately inform your reporting manager about the same.
- c) You shall not copy any confidential documents or information unless permitted specifically in writing, therein mentioning the purpose for the same by << person and his designation>> and upon termination of your employment, you shall return to the company all documents, records and accounts copied/ held in any form (including electronic, mechanical, photographic, optical recording etc.) relating to matters concerning the business or dealings or affairs of the company.
- d) You shall not during your employment and at all times thereafter do or say anything that may injure/ damage directly or indirectly the business and/or reputation of the company.
- e) You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Supervisor you report t

## INTELLECTUAL PROPERTY

You agree that any proprietary rights whatsoever, including but not limited to copyright, patents, trade secrets and other intellectual property rights associated with any ideas, concepts, techniques,

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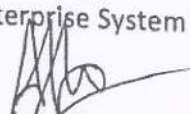


development of and/or the application of all work produced by you during or as a consequence of your employment with the company, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any documentation, Confidential Information, copyright work or other material which you conceive, discover or create during or in Consequence of this employment with the company shall belong to the company absolutely and if necessary, you shall execute documents to that effect in favour of the company.

#### NON-COMPETE AND NON-SOLICITATION

- a) You undertake and agree to work exclusively for the company during the validity of your appointment and for a minimum of twelve months thereafter, you shall not, directly or indirectly, engage or be interested either individually or through any person, in any capacity, whether for profit or otherwise, with any entity which is the company's past or present client, without the prior written consent of the company. You understand and agree that the company may withhold such consent at its sole discretion.
- b) You agree to disclose any existing interest or any interest that may arise in the future in or any directorship, partnership or similar position that you may have in any other business, which competes with the whole or any part of the current and planned business of the Company.
- c) You agree that during the period of your employment with the company, and for twelve months after the date of termination of your employment with the Company (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this appointment letter by either party), you will not either directly or indirectly solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee, associate, retainer, consultant of the company; or adversely affect the business prospects of the company by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the company for any purpose related in any manner to the business of the company.

Yours faithfully,  
For Enterprise System Solutions Pvt Ltd

  
(Mr. Somprabh Jha)  
Vice President

I accept above mentioned terms and conditions of employment with Enterprise System Solution Pvt. Ltd.

21.04.2022  
Dated

  
Signature



## Annexure C

### **EMPLOYEE NON-DISCLOSURE AGREEMENT**

This EMPLOYEE NON-DISCLOSURE AGREEMENT, hereinafter known as the "Agreement", is entered into between Ms.Swati Priyadarshinee Nayak ("Employee") and Enterprise System Solutions Pvt.Ltd. ("Company"), collectively known as the "Parties" as of the 21<sup>st</sup> day of April 2022 (the "Effective Date").

#### **Article I: Scope of Agreement**

This Agreement acknowledges that certain confidential information, trade secrets, and proprietary data (hereinafter defined and referred to as "Confidential Information") of or regarding the Company may be discussed between Employee and the Company (hereinafter known collectively as the "Parties"). The provisions set forth in this Agreement define the circumstances in which the Employee can and cannot disclose Confidential Information, and include the remedies, penalties and lawful action the Company may take should such information be used or disclosed by Employee. Both Parties agree that it is in their best interests to protect the Company's Confidential Information, and that the terms of this Agreement create a bond of trust and confidentiality between them. In consideration of Employee's commencement of employment, or continued employment with the Company, the Parties agree as follows:

#### **Article II: Confidential Information**

##### **Definitions.**

Confidential Information is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the Company or its businesses not generally known to the public consisting of, but not limited to, inventions, discoveries, plans, concepts, designs, blueprints, drawings, models, devices, equipment, apparatus, products, prototypes, formulae, algorithms, techniques, research projects, computer programs, software, firmware, hardware, business, development and marketing plans, merchandising systems, financial and pricing data, information concerning investors, customers, suppliers, Consultants and employees, and any other concepts, ideas or information involving or related to the business which, if misused or disclosed, could adversely affect the Company's business.





**Exclusions.**

For the purposes of this Agreement, information shall not be deemed Confidential Information and the Employee shall have no obligation to keep it confidential if:

- i. the information was publicly known;
- ii. the information was received from a third party not subject to the restrictions of this Agreement and becomes available to Employee through no wrongful act or breach of Agreement on their part; or
- iii. the information was approved for release by Employer through written authorization.

**Period of Confidentiality**

Employee agrees not to use or disclose Confidential Information for their own personal benefit or the benefit of any other person, corporation or entity other than the Company during the Employee's employment with the company or any time thereafter.

**Limitations.**

Employee shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Company and its business. Individuals under the Employee's command (affiliates, agents, consultants, representatives and other employees) are bound by and shall comply with the terms of this Agreement

**Ownership.**

All repositories of information containing or in any way relating to Confidential Information is considered property of the Employer. The removal of Confidential Information from the Company's premises is prohibited unless prior written consent is provided by the Company. All such items made, compiled or used by the Employee shall be delivered to the Employer by Employee upon termination of employment or at any other time as per the Employer's request.





### Article III: Inventions

#### Prior Inventions

Any inventions created or conceptualized by the Employee prior to signing the Agreement are excluded from the provisions herein.

#### Ownership of Inventions

Inventions constructed while under the Company's employment are the sole property of the Company except those described under subsection (C.) of this section.

#### Personal Inventions

Inventions developed by Employee on their own personal time not constructed on Company property, and that were not created using any Company materials, equipment, technology or information, are exempt from the provisions of the Agreement.

### Article IV: Entire Agreement

#### Previous agreements

This Agreement constitutes the entire agreement and the signing thereof by both Parties nullifies any and all previous agreements made between Employer and Employee.

#### Modifications & amendments

No modifications, amendments, changes or alterations can be made to the Agreement unless in writing and signed by authorized representatives of both Parties.

#### Successors & assigns

This Agreement shall be binding upon the successors, subsidiaries, assigns and corporations controlling or controlled by the Parties. The Company may assign this Agreement to any party at any time, whereas Employee is prohibited from assigning any of their rights or obligations in the Agreement without prior written consent from Company.

### Article V: Nature of Relationship

#### Non-Contract

The Agreement does not constitute a contract of employment, nor does it guarantee continuing employment for the Employee.





**Non Partner**

The Agreement does not create a partnership or joint venture between Company and Employee. Any financial arrangements made between both Parties shall not be included in this Agreement but must be disclosed in a separate document.

**Article VI: Severability**

Any provision within the Agreement (or any portion thereof) deemed invalid, unlawful or otherwise unusable by a court of law shall be dissolved from the Agreement and the remainder of the Agreement shall continue to be enforceable. A severed provision shall not alter the integrity of the Agreement, and the terms set forth in any severed provision shall be construed in such a way as to interpret the purpose for which it was drafted.

**Article VII: Governing Law**

This Agreement shall be governed in accordance with the laws of India

**Article VIII: Immunity**

Disclosing Confidential Information to an attorney, government representative or court official in confidence while assisting or taking part in a case involving a suspected violation of law is not considered a breach of this Agreement. Should the Employee be required to disclose Confidential Information by law, the Employee shall provide Employer with prompt notice of such request.

**Article IX: Breach of agreement**

**Cause for action**

Employee understands that the use or disclosure of any Confidential Information may be cause for an action at law in an appropriate court of the State of Odisha and that the Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information.

**Indemnification**

Employee understands and agrees that if the use or disclosure of Confidential Information by them or any affiliate, employee or representative of the Employee causes damage, loss, cost or expense to the Company, the Employee shall be held responsible and shall indemnify the Company.



**Injunctive relief**

The Employee understands and agrees that the use or disclosure of Confidential Information could cause the Company irreparable harm and the Company has the right to pursue legal action beyond remedies of a monetary nature in the form of injunctive or equitable relief. This may be in addition to any other remedy, penalty or claim the law can provide.

**Notice of un-authorized use or disclosure**

Employee is bound by this Agreement to notify the Company in the event of a breach of agreement involving the dissemination of Confidential Information, either by the Employee or a third party, and will do everything possible to help the Company regain possession of the Confidential Information.

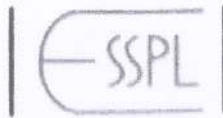
**Article X: Prevailing party**

In a dispute arising out of or in relation to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees, costs and necessary expenditures.

IN WITNESS WHEREOF, the Parties hereto agree to the terms of this Agreement and signed on the dates written below.

Name: Swati Priyadarshinee Nayak Signature: Swati Priyadarshinee Nayak  
Date: 21.04.2022





REF.NO: ESSPL/HR/180422441

Date: 18<sup>th</sup> April '22

Name: Priyambada Swain  
Mail ID: [priyambadaswain790@gmail.com](mailto:priyambadaswain790@gmail.com)  
Contact Number: 9348729846/7735032282

Dear Priyambada,

**RE: OFFER FOR THE POSITION OF SOFTWARE TRAINEE**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the position of **Software Trainee (Grade - A1)** on the mutually agreed terms and conditions.

As discussed, you should join duties on or before **21-April-2022**. At the time of your joining, you would be required to submit the following: -

- a) Proof of Age (Date of Birth Certificate)
- b) Certified true copies of your education / professional qualifications
- c) 4 passport size colored photographs.
- d) Passport Original and Photocopy
- e) PAN Card Original & Photocopy
- f) Aadhar Card Original & Photocopy

You will be on probation for a period of six months from the date of joining

On joining, you may please meet **Ms.Sudesna Nayak**. On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties. Your initial posting will be in **Bhubaneswar**, however you may be transferred to any other office locations of ESSPL in India or abroad.





ENTERPRISE SYSTEM SOLUTIONS (P) LTD.  
CIN : U72200OR1998PTC005180



E mail : [ess@esspl.com](mailto:ess@esspl.com)  
Tel : +91-674-7106000  
Fax : +91-674-7106050

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Your offer is valid subject to reference check from our authorized verification agency.

Thanking you,  
Yours faithfully,

For Enterprise System Solutions Pvt. Ltd.,

*Priyambada Swain*  
I ACCEPT

(Mr. Somprabh Jha)  
Vice President



Encl. Proposed Salary Annexure

	Particulars	Amount in INR (per Annum)	Amount in INR (per Monthly)
1	Basic Salary	96000	8000
2	HRA	38400	3200
3	Special Allowances	124462	10372
4	Other Non-Taxable Allowances	0	0
5	Sum of (1)+(2)+(3)+(4)	258862	21572
6	Provident Fund	11520	960
7	Gratuity	4618	385
8	Insurance	0	0
9	Fixed CTC [(5) + (6) + (7) + (8)]	275000	22917
10	Variable Pay Annual Performance Bonus	25000	
11	Cost To Company [(9) + (10)]	300000	

Enterprise System Solutions Pvt. Ltd.,

*Priyambada Sahoo*  
I ACCEPT

  
(Mr Somprabh Jha)  
Vice President



Date: 21<sup>st</sup> Apr 2022

Ref No 180422441

Name: Ms. Priyambada Swain  
[priyambadaswain790@gmail.com](mailto:priyambadaswain790@gmail.com)

Dear Ms. Priyambada,

Ref: Your application dated **1/04/2022** and interview dated **18/04/2022** for the post of **Software Trainee-A1** with us.

We refer to your application and interviews you had with us, as referred to above. We have pleasure in offering to you the **position of Software Trainee, Grade – A1** in our organization with effect from the date of your reporting for duties, which cannot be later than **21<sup>st</sup> April 2022**. The terms and conditions of appointment shall be effective from your date of joining.

Your employment is governed by terms & conditions of employment mentioned in Annexure B. You will also be governed by the rules and regulations and practices as per various company policies and Code of Conduct, which may be modified by the management from time to time. You may please note that your Terms of employment and compensation payable are highly confidential and if the need arises, you may discuss it only with your reporting manager and not with other colleagues.

- a You will be paid an Annual Total Compensation of **Rs.300000 /-** per annum which includes fixed components: Basic Salary, Allowances, LTC, Insurance, PF & Gratuity.

The other details about your compensation are presented in Annexure-A.

The Company shall be entitled to deduct from your remuneration, income-tax, other taxes and levies which it is liable to deduct at source. You shall be solely responsible for filing your tax return and paying any other taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration.



## Annexure A

### DETAILS OF ANNUAL TOTAL COMPENSATION

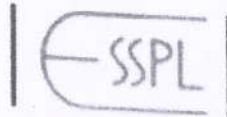
	Particulars	Amount in INR (per Annum)	Amount in INR (per Monthly)
1	Basic Salary	96000	8000
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3	Special Allowances	124462	10372
4	Other Non-Taxable Allowances	0	0
5	Sum of (1)+(2)+(3)+(4)	258862	21572
6	Provident Fund	11520	960
7	Gratuity	4618	385
8	Insurance	0	0
9	Fixed CTC [(5) + (6) + (7) + (8)]	275000	22917
10	Variable Pay Annual Performance Bonus	25000	
11	Cost To Company [(9) + (10)]	300000	

- b. As an employee of ESSPL you may also opt the following flexi benefits
1. Sodexo Meal/ Gift Voucher
  2. Group Mediclaim Insurance
  3. Personal Accident Insurance
  4. LTA

Once you receive the appointment letter please sign it in duplicate and return a copy along with the signed copy attached annexure

- a) Annex B – Terms and conditions of the employment
- b) Annex C – Non disclosure agreement
- c) Code of conduct





## Annexure B

### TERMS AND CONDITIONS OF EMPLOYMENT

You shall be governed by the following Terms & Conditions of Service ("Terms & Conditions") during your employment with Enterprise System Solutions Pvt. Limited (hereafter referred as "Company/ESSPL"), and those that may be amended from time to time in future as published through "Employee Guide book to ESSPL".

#### **Representation and credentials:**

The company has made the offer of employment on the basis of your verbal representations and copies of the documents provided by you to the Company at the time of recruitment process. You hereby agree and expressly authorize the Company to do the verification to authenticate all the Information submitted by you and check up on your background. The company reserves all the right to terminate your services forthwith at the time of joining or at any time in future during your employment with the Company if any of the information provided by you is found to be false or misleading (whether in part or whole) and/or in case you appear to have any criminal background.

#### **INITIAL POSTING AND TRANSFER:-**

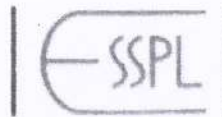
- a) Your initial posting shall be **Bhubaneswar**.
- b) As part of your employment with Company, you will be based at any one of Company's offices or its affiliate(s) – existing or which may come up in due course, as per the business needs. However, based on company's requirement, you may be required to work from home.
- c) The Company reserves the right to transfer you at any point of time during your employment with Company to any of its other location(s), its affiliate(s) or Company's customer location(s) – existing or which may come up in due course, within or outside India as per the business needs and you shall comply with the Company's rules relating to relocation to or from a customer location.
- d) The Company reserves the right to transfer you on a temporary or permanent basis to other job functions or departments within the Company and assign such other duties as may be deemed fit in the interest of the Company.
- e) For traveling on duty, you will be governed by the Travel policy of the company as may be applicable from time to time.

#### **Probation Period**

- a) You will be in probation for 6 months from the date of joining during which time your performance and conduct shall be appraised and monitored.







- b) If your performance is not found satisfactory during the Probation period, your probation period will be extended maximum up to 3 (three) months subject to management approval and you will be under a performance improvement plan (PIP). At the end of PIP period if the performance is still not satisfactory then the employment will be terminated immediately.
- c) The Company reserves the right at its sole discretion to extend your probation period for an additional period of up to 3 (three) months, before confirming or terminating your appointment
- d) If you voluntarily resign during your probation period, you shall serve a notice period of 4 months with the company or you agree to pay 6 months of your gross salary to the company. For this, the employee has to serve minimum 50% of the notice period and rest of the period can be settled by payment. This option of "Buyout of notice period" is subjected to the approval from ESSPL management team considering business & customer needs.
- e) After satisfactory completion of your probation you will be absorbed in a permanent role in the company at a suitable level. Your employment conditions will be governed by the company's employee handbook.

**LEAVES:-**

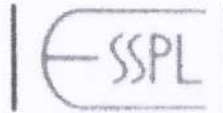
- a. You will be entitled for 18 working days of earned leave and 2 working days of paid sick leave in a year for a normal attendance over the year.
- b. Maternity and paternity, bereavement leave leaves will be applicable as per the policy

**EMPLOYEE POLICIES AND RULES AND REGULATIONS:**

- a) You hereby acknowledge that you shall, in addition to the terms and conditions of employment specifically stated in this letter, be governed by the employee Policies, rules, regulations and such other practices, systems, procedures and policies (including but not limited to the Company's policy against sexual harassment) framed by the Company from time to time. The Company may, at its sole discretion, alter or amend the employee Policies, rules, regulations and directives which apply to you, as well as any terms and conditions of employment, subject to applicable laws. All alterations, amendments & new policy introduction shall be circulated to ESSPL family & shall be applicable to you with immediate effect, unless otherwise notified.
- b) You further acknowledge that you shall be/ have been provided with an access to systems, procedures and employee Policies as is applicable to you, which you have carefully and completely read and understood. You hereby agree to fully comply with the employee Policies and terms and conditions of the employment, the Company's policy against sexual harassment and all other rules and regulations as framed by the Company during the course of your employment with the Company. Failure to do so may result in disciplinary action being initiated by the Company
- c) You shall also fully acquaint yourself with various laws, orders, rules, regulations, notifications, etc of the central, state, local and/or any other authority in force from time to time affecting or

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concerning directly or indirectly the Company and its business and affairs in so far as they relate to the discharge of your duties and responsibilities. You shall ensure that all the requirements there under as also the principles of sound commercial practice are fully observed and complied with during the discharge of your duties for the Company

- d) You acknowledge that you fully understand and appreciate that adherence to the highest degree of ethics in conducting business is of utmost importance to the company. You represent and warrant that you shall comply with all applicable legal requirements and refrain from indulging in corrupt business practices. Without limiting the generality of the foregoing, you shall not engage in any acts that can be construed as "bribery" under anti-corruption laws in India, including, for example, any payment of any monies or gift of any items of value, either directly or indirectly, to (a) an official or employee of any government or political party, (b) political candidates, (c) employees of government enterprises, or (d) any person who deals with the Company with its business, for the purpose of influencing any action or decision, or securing an improper advantage in obtaining or retaining the business. You agree that you will notify the Company in writing immediately of the occurrence of any event that renders the foregoing statements in this clause incorrect.

#### **Separation from the Company**

- a) Either party can terminate the employment contract by giving a four months written notice during the initial two years of employment. After completion of 2 years of employment the notice period will be 3 (three) months.
- b) In the event of termination of employment by ESSPL for reasons of moral turpitude like fraud, dishonesty, defalcation, violation of Code of Conduct, misuse of company property, etc., you shall not be entitled to any notice period or salary in lieu of notice.
- c) You may terminate your employment, with the company, by giving four months notice period and seek sanction of your resignation from your superior. Upon your resignation being accepted, you will be responsible for completing all the tasks assigned to you during the notice period and shall hand over charge of all ongoing work, documents, files and property of the Company in an orderly and systematic manner, under a written acknowledgment.
- d) In case your performance is found not satisfactory, then the employment will be terminated by giving 1 month notice period.
- e) In case you resign within the first Twelve months of employment, and if any expenses were incurred by the Company towards (a) your relocation, and (b) notice period buyout from your previous employer, and or joining bonus, interest free loan etc. shall be recovered from you or from your full and final settlement of dues.
- f) As per the current policy, retirement age of employees in the company is 60 years.

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## DUTIES

- a) You shall not, without the Company's prior written consent, be in anyway directly or indirectly engaged in or concerned with any other business or employment during or outside your working hours in the Company. You may however, if so desired, take up any honorary work of social or charitable nature, literary, artistic or scientific character; under a due written intimation to the Human Resources (HR) Department of the Company. If any such work is undertaken by you any time during the employment with the company, you shall ensure that the same shall not affect your working hours, performance at work and you will always abide by the exigencies of work.
- b) During your employment, you shall not directly or indirectly engage in any conduct which may conflict with the best interests of the Company. Also you shall not divulge any confidential information which you may be privy too or collect during the course of your employment, with anyone within or outside the organization, unless the person needs to know the same for completing the task assigned to him/her by the company. You will be bound by the company's confidentiality policy during as well as post cessation of your employment with the company.

## CONFIDENTIALITY:

- a) You shall maintain utmost secrecy with regard to confidential and proprietary information relating to company. This information includes and is not limited to trade secrets, technical processes, finance and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b) You shall not during your employment and at all times thereafter, directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into public domain otherwise than through unauthorized disclosure by you or you shall be obliged to disclose such information by law. In such case you shall immediately inform your reporting manager about the same.
- c) You shall not copy any confidential documents or information unless permitted specifically in writing, therein mentioning the purpose for the same by << person and his designation>> and upon termination of your employment, you shall return to the company all documents, records and accounts copied/ held in any form (including electronic, mechanical, photographic, optical recording etc.) relating to matters concerning the business or dealings or affairs of the company.
- d) You shall not during your employment and at all times thereafter do or say anything that may injure/ damage directly or indirectly the business and/or reputation of the company.
- e) You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Supervisor you report t

## INTELLECTUAL PROPERTY

You agree that any proprietary rights whatsoever, including but not limited to copyright, patents, trade secrets and other intellectual property rights associated with any ideas, concepts, techniques,





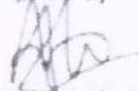


development of and/or the application of all work produced by you during or as a consequence of your employment with the company, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any documentation, Confidential Information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the company shall belong to the company absolutely and if necessary, you shall execute documents to that effect in favour of the company.

#### NON-COMPETE AND NON-SOLICITATION

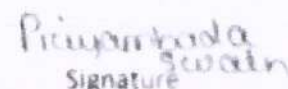
- a) You undertake and agree to work exclusively for the company during the validity of your appointment and for a minimum of twelve months thereafter, you shall not, directly or indirectly, engage or be interested either individually or through any person, in any capacity, whether for profit or otherwise, with any entity which is the company's past or present client, without the prior written consent of the company. You understand and agree that the company may withhold such consent at its sole discretion.
- b) You agree to disclose any existing interest or any interest that may arise in the future in or any directorship, partnership or similar position that you may have in any other business, which competes with the whole or any part of the current and planned business of the Company.
- c) You agree that during the period of your employment with the company, and for twelve months after the date of termination of your employment with the Company (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this appointment letter by either party), you will not either directly or indirectly solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee, associate, retainer, consultant of the company; or adversely affect the business prospects of the company by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the company for any purpose related in any manner to the business of the company.

Yours faithfully,  
For Enterprise System Solutions Pvt Ltd

  
(Mr. Somprabh Jha)  
Vice President

I accept above mentioned terms and conditions of employment with Enterprise System Solution Pvt. Ltd.

30.05.2022  
Dated

  
Signature





## Annexure C

### **EMPLOYEE NON-DISCLOSURE AGREEMENT**

This EMPLOYEE NON-DISCLOSURE AGREEMENT, hereinafter known as the "Agreement", is entered into between Ms. Priyambada Swain ("Employee") and Enterprise System Solutions Pvt.Ltd. ("Company"), collectively known as the "Parties" as of the 21<sup>st</sup> day of April 2022 (the "Effective Date").

#### **Article I: Scope of Agreement**

This Agreement acknowledges that certain confidential information, trade secrets, and proprietary data (hereinafter defined and referred to as "Confidential Information") of or regarding the Company may be discussed between Employee and the Company (hereinafter known collectively as the "Parties"). The provisions set forth in this Agreement define the circumstances in which the Employee can and cannot disclose Confidential Information, and include the remedies, penalties and lawful action the Company may take should such information be used or disclosed by Employee. Both Parties agree that it is in their best interests to protect the Company's Confidential Information, and that the terms of this Agreement create a bond of trust and confidentiality between them. In consideration of Employee's commencement of employment, or continued employment with the Company, the Parties agree as follows:

#### **Article II: Confidential Information**

##### **Definitions.**

Confidential Information is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the Company or its businesses not generally known to the public consisting of, but not limited to, inventions, discoveries, plans, concepts, designs, blueprints, drawings, models, devices, equipment, apparatus, products, prototypes, formulae, algorithms, techniques, research projects, computer programs, software, firmware, hardware, business, development and marketing plans, merchandising systems, financial and pricing data, information concerning investors, customers, suppliers, Consultants and employees, and any other concepts, ideas or information involving or related to the business which, if misused or disclosed, could adversely affect the Company's business.

A



**Exclusions.**

For the purposes of this Agreement, information shall not be deemed Confidential Information and the Employee shall have no obligation to keep it confidential if:

- i. the information was publicly known;
- ii. the information was received from a third party not subject to the restrictions of this Agreement and becomes available to Employee through no wrongful act or breach of Agreement on their part; or
- iii. the information was approved for release by Employer through written authorization.

**Period of Confidentiality**

Employee agrees not to use or disclose Confidential Information for their own personal benefit or the benefit of any other person, corporation or entity other than the Company during the Employee's employment with the company or any time thereafter.

**Limitations.**

Employee shall limit access to Confidential Information to individuals on a strictly need-to-know basis, involving only those who are carrying out duties related to the Company and its business. Individuals under the Employee's command (affiliates, agents, consultants, representatives and other employees) are bound by and shall comply with the terms of this Agreement

**Ownership.**

All repositories of information containing or in any way relating to Confidential Information is considered property of the Employer. The removal of Confidential Information from the Company's premises is prohibited unless prior written consent is provided by the Company. All such items made, compiled or used by the Employee shall be delivered to the Employer by Employee upon termination of employment or at any other time as per the Employer's request.





#### **Article III: Inventions**

##### **Prior Inventions**

Any inventions created or conceptualized by the Employee prior to signing the Agreement are excluded from the provisions herein.

##### **Ownership of Inventions**

Inventions constructed while under the Company's employment are the sole property of the Company except those described under subsection (C.) of this section.

##### **Personal Inventions**

Inventions developed by Employee on their own personal time not constructed on Company property, and that were not created using any Company materials, equipment, technology or information, are exempt from the provisions of the Agreement.

#### **Article IV: Entire Agreement**

##### **Previous agreements**

This Agreement constitutes the entire agreement and the signing thereof by both Parties nullifies any and all previous agreements made between Employer and Employee.

##### **Modifications & amendments**

No modifications, amendments, changes or alterations can be made to the Agreement unless in writing and signed by authorized representatives of both Parties.

##### **Successors & assigns**

This Agreement shall be binding upon the successors, subsidiaries, assigns and corporations controlling or controlled by the Parties. The Company may assign this Agreement to any party at any time, whereas Employee is prohibited from assigning any of their rights or obligations in the Agreement without prior written consent from Company.

#### **Article V: Nature of Relationship**

##### **Non-Contract**

The Agreement does not constitute a contract of employment, nor does it guarantee continuing employment for the Employee.





**Non Partner**

The Agreement does not create a partnership or joint venture between Company and Employee. Any financial arrangements made between both Parties shall not be included in this Agreement but must be disclosed in a separate document.

**Article VI: Severability**

Any provision within the Agreement (or any portion thereof) deemed invalid, unlawful or otherwise unusable by a court of law shall be dissolved from the Agreement and the remainder of the Agreement shall continue to be enforceable. A severed provision shall not alter the integrity of the Agreement, and the terms set forth in any severed provision shall be construed in such a way as to interpret the purpose for which it was drafted.

**Article VII: Governing Law**

This Agreement shall be governed in accordance with the laws of India

**Article VIII: Immunity**

Disclosing Confidential Information to an attorney, government representative or court official in confidence while assisting or taking part in a case involving a suspected violation of law is not considered a breach of this Agreement. Should the Employee be required to disclose Confidential Information by law, the Employee shall provide Employer with prompt notice of such request.

**Article IX: Breach of agreement**

**Cause for action**

Employee understands that the use or disclosure of any Confidential Information may be cause for an action at law in an appropriate court of the State of Odisha and that the Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information.

**Indemnification**

Employee understands and agrees that if the use or disclosure of Confidential Information by them or any affiliate, employee or representative of the Employee causes damage, loss, cost or expense to the Company, the Employee shall be held responsible and shall indemnify the Company.



**Injunctive relief**

The Employee understands and agrees that the use or disclosure of Confidential Information could cause the Company irreparable harm and the Company has the right to pursue legal action beyond remedies of a monetary nature in the form of injunctive or equitable relief. This may be in addition to any other remedy, penalty or claim the law can provide.

**Notice of un-authorized use or disclosure**

Employee is bound by this Agreement to notify the Company in the event of a breach of agreement involving the dissemination of Confidential Information, either by the Employee or a third party, and will do everything possible to help the Company regain possession of the Confidential Information.

**Article X: Prevailing party**

In a dispute arising out of or in relation to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees, costs and necessary expenditures.

IN WITNESS WHEREOF, the Parties hereto agree to the terms of this Agreement and signed on the dates written below.

Name: Priyambada Swain Signature: Priyambada Swain

Date: 30.05.2022

REF.NO: ESSPL/HR/180422444

Date: 18<sup>th</sup> April'22

Name: Akankshya Rani Dash  
Mail ID: dipaminu143@gmail.com  
Contact Number: 8114939668

Dear Akankshya,

**RE: OFFER FOR THE POSITION OF SOFTWARE TRAINEE**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the position of **Software Trainee (Grade – A1)** on the mutually agreed terms and conditions.

As discussed, you should join duties on or before **21-April-2022**. At the time of your joining, you would be required to submit the following: -

- a) Proof of Age (Date of Birth Certificate)
- b) Certified true copies of your education / professional qualifications.
- c) 4 passport size colored photographs.
- d) Passport Original and Photocopy
- e) PAN Card Original & Photocopy
- f) Aadhar Card Original & Photocopy

You will be on probation for a period of six months from the date of joining.

On joining, you may please meet **Ms.Sudesna Nayak**. On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties. Your initial posting will be in **Bhubaneswar**, however you may be transferred to any other office locations of ESSPL in India or abroad.



Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

Your offer is valid subject to reference check from our authorized verification agency.

Thanking you,  
Yours faithfully,

For **Enterprise System Solutions Pvt. Ltd.,**

**I ACCEPT**

(Mr.Somprabh Jha)  
Vice President

Encl.: Proposed Salary Annexure.

	Particulars	Amount in INR (per Annum)	Amount in INR (per Monthly)
1	Basic Salary	96000	8000
2	HRA	38400	3200
3	Special Allowances	124462	10372
4	Other Non-Taxable Allowances	0	0
5	Sum of (1)+(2)+(3)+(4)	258862	21572
6	Provident Fund	11520	960
7	Gratuity	4618	385
8	Insurance	0	0
9	Fixed CTC [(5) + (6) + (7) + (8)]	275000	22917
10	Variable Pay Annual Performance Bonus	25000	
11	Cost To Company [(9) + (10)]	300000	

Enterprise System Solutions Pvt. Ltd.,

I ACCEPT

(Mr.Somprabh Jha)  
Vice President

REF.NO: ESSPL/HR/180422445

Date: 18<sup>th</sup> April'22

**Name: Minakshi Kar**  
**Mail ID: minakshikar02@gmail.com**  
**Contact Number: 9078038302**

Dear Minakshi,

**RE: OFFER FOR THE POSITION OF SOFTWARE TRAINEE**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the position of **Software Trainee (Grade – A1)** on the mutually agreed terms and conditions.

As discussed, you should join duties on or before **21-April-2022**. At the time of your joining, you would be required to submit the following: -

- a) Proof of Age (Date of Birth Certificate)
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Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

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Thanking you,  
Yours faithfully,

For **Enterprise System Solutions Pvt. Ltd.,**

**I ACCEPT**

(Mr.Somprabh Jha)  
Vice President

Encl.: Proposed Salary Annexure.

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10	Variable Pay Annual Performance Bonus	25000	
11	Cost To Company [(9) + (10)]	300000	

Enterprise System Solutions Pvt. Ltd.,

I ACCEPT

(Mr.Somprabh Jha)  
Vice President

REF.NO: ESSPL/HR/ 180422460

Date: 18<sup>th</sup> April'22

Name: Prince Kumar Behera  
Mail ID: princebehera734@gmail.com  
Contact Number: 9584718859

Dear Prince,

**RE: OFFER FOR THE POSITION OF SOFTWARE TRAINEE**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the position of **Software Trainee (Grade – A1)** on the mutually agreed terms and conditions.

As discussed, you should join duties on or before **21-April-2022**. At the time of your joining, you would be required to submit the following: -

- a) Proof of Age (Date of Birth Certificate)
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You will be on probation for a period of six months from the date of joining.

On joining, you may please meet **Ms.Sudesna Nayak**. On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties. Your initial posting will be in **Bhubaneswar**, however you may be transferred to any other office locations of ESSPL in India or abroad.



Please return the duplicate copy of this letter duly signed by you as a token of your acceptance.

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Thanking you,  
Yours faithfully,

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**I ACCEPT**

(Mr.Somprabh Jha)  
Vice President

Encl.: Proposed Salary Annexure.

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11	Cost To Company [(9) + (10)]	300000	

Enterprise System Solutions Pvt. Ltd.,

I ACCEPT

(Mr.Somprabh Jha)  
Vice President

REF.NO: ESSPL/HR/180422448

Date: 18<sup>th</sup> April'22

Name: Sonali Barik  
Mail ID: sonali.barik129@gmail.com  
Contact Number: 9861883392

Dear Sonali,

**RE: OFFER FOR THE POSITION OF SOFTWARE TRAINEE**

With reference to your application and subsequent interview you had with us, we have pleasure to offer you the position of **Software Trainee (Grade – A1)** on the mutually agreed terms and conditions.

As discussed, you should join duties on or before **21-April-2022**. At the time of your joining, you would be required to submit the following: -

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Enterprise System Solutions Pvt. Ltd.,

I ACCEPT

(Mr.Somprabh Jha)  
Vice President



Ananya Panja <ananyapanj542@gmail.com>

**Infosys Campus Recruitment Program: Congratulations, you have a job offer**

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com> \*

Wed, May 18, 2022 at 1:53 PM



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com). Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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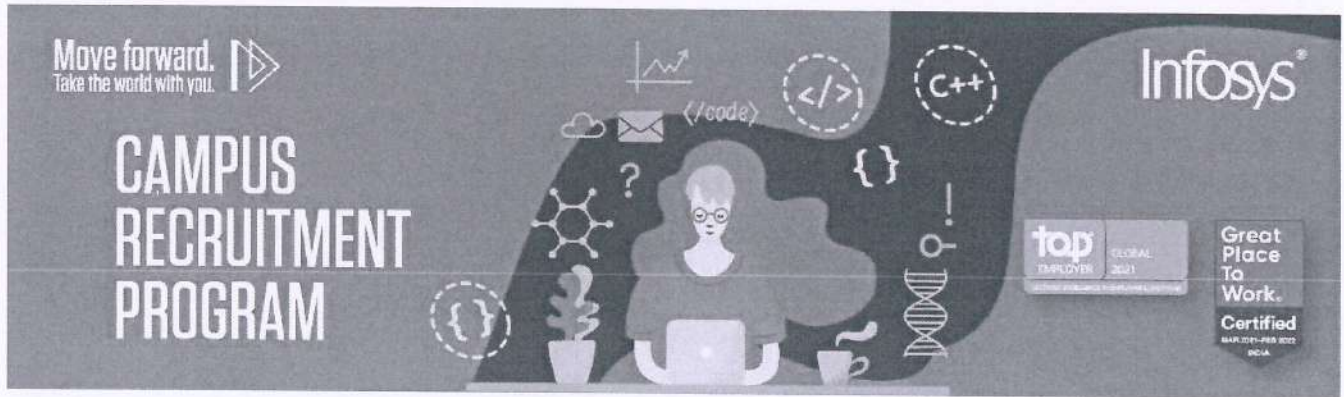
Barsha Jena <jenab7847@gmail.com>

**Infosys Campus Recruitment Program: Congratulations, you have a job offer**

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To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, Jan 18, 2022 at 1:53 PM



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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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Bisakha Rout <routbishakha21@gmail.com>

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

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Bubuna Das <dasbubuna1999@gmail.com>

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Tue, Jan 18, 2022 at 1:53 PM



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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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Diptimayee Jena <diptimayeejen2000@gmail.com>

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1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
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Tue, Jan 18, 2022 at 1:53 PM



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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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Monalisa Parida <monalisaparida8825@gmail.com>

## Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Wed, May 18, 2022 at 1:53 PM



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Talent Acquisition

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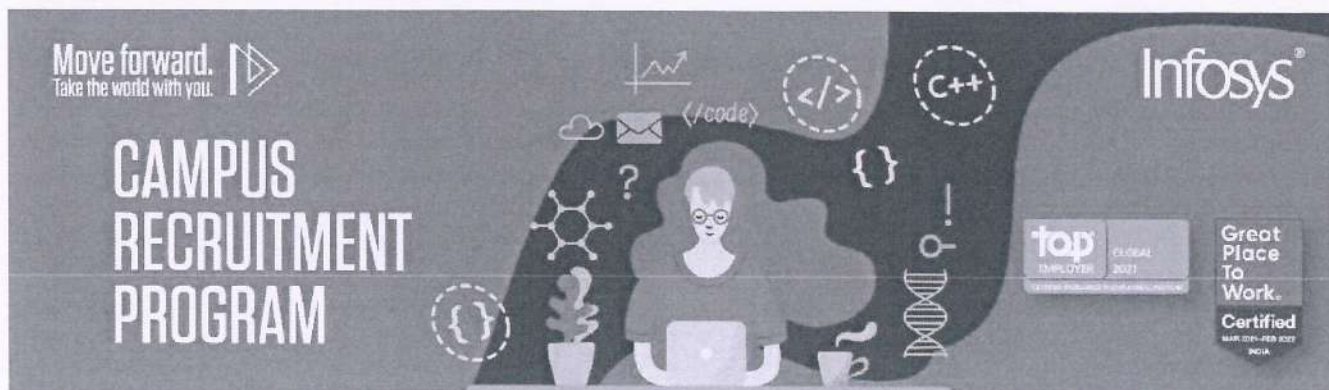
Pranay Kumar Behera <kumarprannay@gmail.com>

## Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, May 17, 2022 at 6:53 PM



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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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Satabdi Behera <satabdibehera003@gmail.com>

## Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, May 17, 2022 at 4:53 PM



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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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Sourapratap jena <sourapratap1999@gmail.com>

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We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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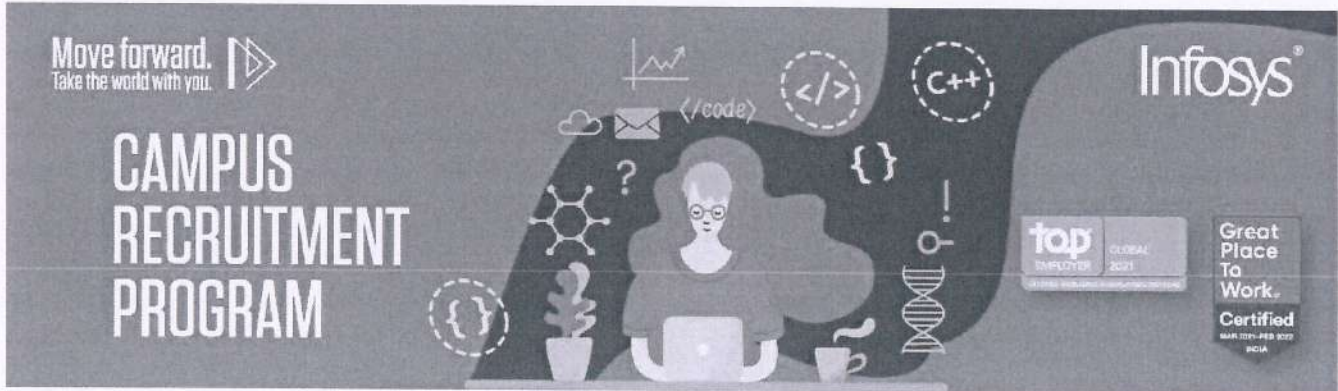
Souvik Karak <souvikkarak848108@gmail.com>

## Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, Jan 18, 2022 at 4:53 PM



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Regards,

Talent Acquisition

Infosys

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HRD/2T/1004682511/22-23

Ms. Ankita Priyadarsini Rout  
At/Po-Korian,  
Dhenkanal  
Dhenkanal-759013  
India

Ph: +91-8260939646

Dear Ankita Priyadarsini,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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

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

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.24 14:54:44 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1004682511/22-23

Ms. Ankita Priyadarsini Rout  
At/Po-Korian,  
Dhenkanal  
Dhenkanal-759013  
India

Ph: +91-8260939646

Dear Ankita Priyadarsini,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **07-Jul-2022**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

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

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

### **Agreement**

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.



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

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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

### **Background Checks**

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

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

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



### **Other Terms and Conditions**

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

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

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

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





**ANNEXURE - I**  
**(Compensation)**

<b>COMPENSATION DETAILS</b> <b>(All figures in INR per month)</b>				
NAME	Ms. Ankita Priyadarsini Rout			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



Ipsita Rojalin Panda <ipsita.rojalin1995@gmail.com>

## Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, Jan 18, 2022 at 1:53 PM



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Talent Acquisition

Infosys

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Pragyan Pritinanda Barik <pragnyapritinanda@gmail.com>

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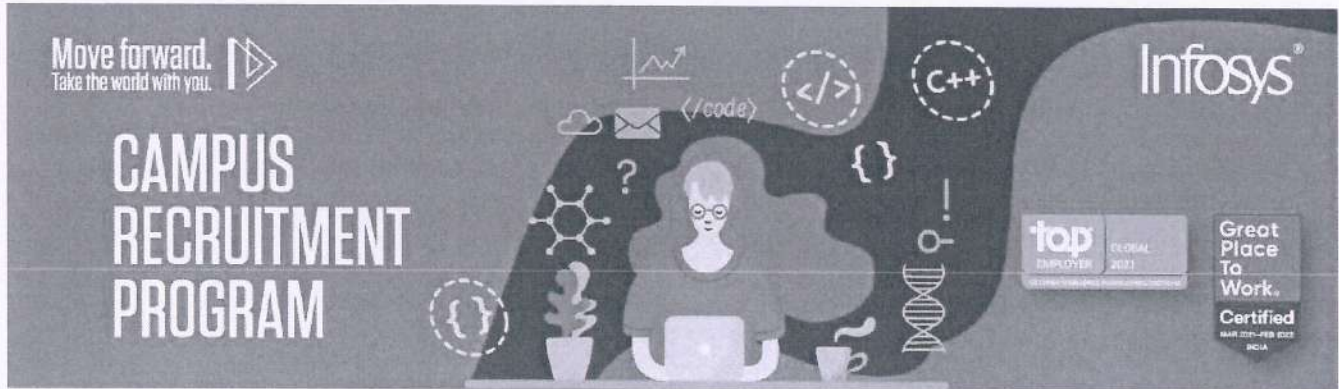
Perna Mishra <perna061199@gmail.com>

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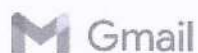
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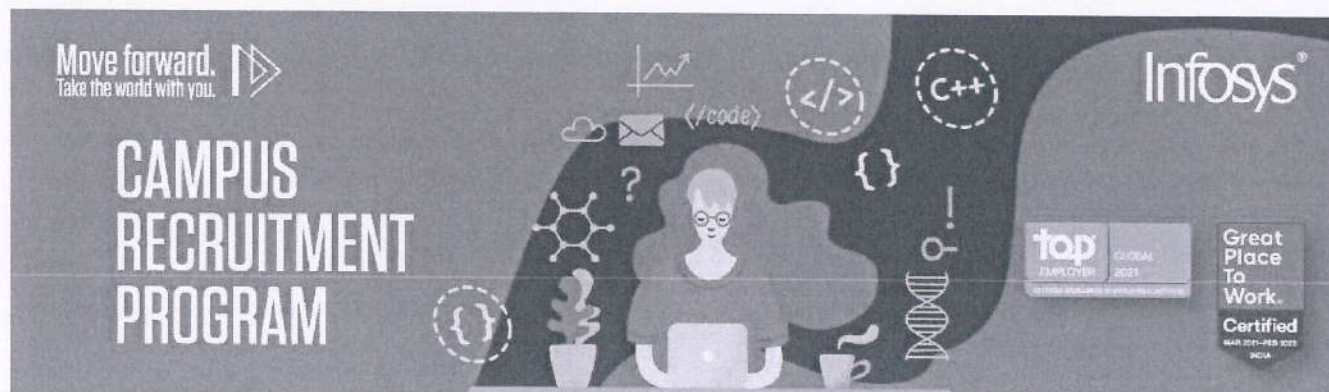
Rima Dey <stopwatch.1301@gmail.com>

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To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, Jan 18, 2022 at 5:53 PM



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Talent Acquisition

Infosys

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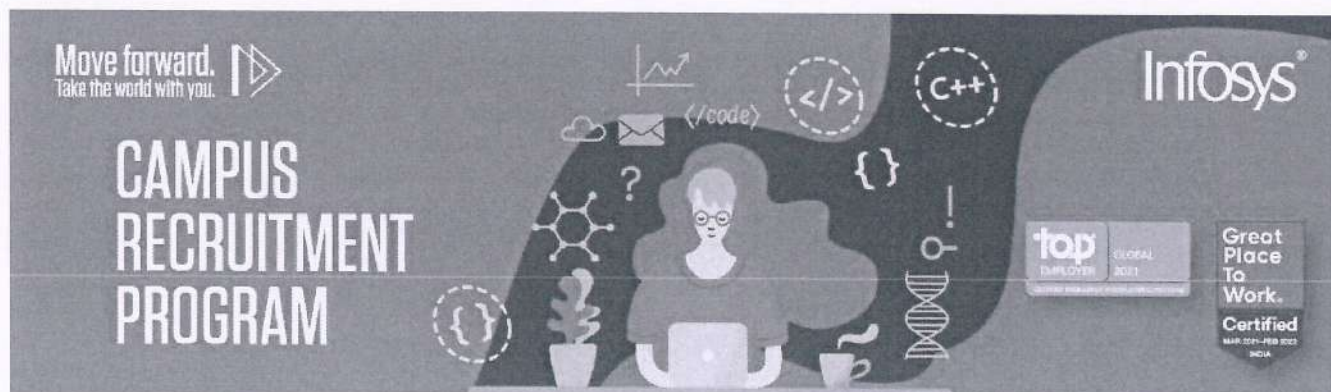
Rituparna Rossana Mishra <rituparnarmishra18@gmail.com>

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To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

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Talent Acquisition

Infosys

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HRD/2T/1003357651/21-22

Ms. Soosri Sunanda Swain

VIL- TULASIPALLI, PO- DIHAPADHALA,PS- BHANJANAGAR,

DIST - GANJAM,VIA - TANARADA

Bhanjanagar-761140

India

Ph: +91-7606093119

Dear Soosri Sunanda,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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

Warm regards,

**RICHARD LOBO****EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.16 14:39:15 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

January 16, 2022

HRD/1003357651/21-22

Ms. Soosri Sunanda Swain  
VIL- TULASIPALLI, PO- DIHAPADHALA,PS- BHANJANAGAR,  
DIST - GANJAM,VIA - TANARADA  
Bhanjanagar-761140  
India

Ph: +91-7606093119

Dear Soosri Sunanda,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **24-Jan-2022**.

**Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

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Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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

### **Background Checks**

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

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

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



### Other Terms and Conditions

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

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

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

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





**ANNEXURE - I**  
**(Compensation)**

**COMPENSATION DETAILS**  
**(All figures in INR per month)**

NAME	Ms. Soosri Sunanda Swain		
ROLE	Operations Executive		
ROLE DESIGNATION	Operations Executive - Trainee		
<b>1. MONTHLY COMPONENTS</b>			
BASIC SALARY			13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,580
<b>MONTHLY GROSS SALARY</b>			<b>16,162</b>

<b>2. ANNUAL COMPONENT</b>			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			136

<b>3. RETIRAL BENEFITS</b>			
PROVIDENT FUND - 12% of Basic Salary			1,630
GRATUITY - 4.81% of Basic Salary*			653
<b>FIXED GROSS SALARY (1+2+3)</b>			<b>18,581</b>
<b>TOTAL GROSS SALARY</b>			<b>18,581</b>

**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.





Subhalaxmi Mall <subhalaxmimall46@gmail.com>

## Infosys Campus Recruitment Program: Congratulations, you have a job offer

1 message

Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>  
To: Infosys Freshers Recruitment <Talent.Acquisition@infosys.com>

Tue, May 17, 2022 at 4:53 PM



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com). Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys

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January 16, 2022

HRD/2T/1003357701/21-22

Ms. Swaraj Sahil Martha  
Plot-L-694, phase-2, Dumduma,  
Bhubaneswar  
Bhubaneswar-751019  
India

Ph: +91-9861600963

Dear Swaraj Sahil,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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

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

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.16 13:18:51 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
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askus@infosys.com  
www.infosys.com

January 16, 2022

HRD/1003357701/21-22

Ms. Swaraj Sahil Martha  
Plot-L-694, phase-2, Dumduma,  
Bhubaneswar  
Bhubaneswar-751019  
India

Ph: +91-9861600963

Dear Swaraj Sahil,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **24-Jan-2022**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



### **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

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

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

### **Agreement**

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

### **Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

### **Compensation and Benefits**

#### **Salary**

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.



You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

### **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

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

### **Background Checks**

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

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

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.



### **Other Terms and Conditions**

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

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

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

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





**ANNEXURE - I**  
**(Compensation)**

<b>COMPENSATION DETAILS</b> <b>(All figures in INR per month)</b>	
NAME	Ms. Swaraj Sahil Martha
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
<b>MONTHLY GROSS SALARY</b>	<b>16,162</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.





**OFFER LETTER**

17th July 2022

**Abhipsa Behera**  
Gurgaon

**Dear Abhipsa,**

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, 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 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-3A, NH-8  
Gurgaon, 122004 - 93115 74129

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



**OFFER LETTER**

17th July 2022

**Ankita Kuldip**  
Gurgaon

**Dear Ankita,**

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Bhatti 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 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower - 2, Orient Bostech  
Business Tower, Sector - 34, NH-8,  
Gurgaon, 122004 - 0115 74129

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





**OFFER LETTER**

17th July 2022

**Arusmita Das**  
Gurgaon

**Dear Arusmita,**

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Binori B Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
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Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 99099 21195

**Branch Office - Gurgaon**  
2nd Floor, Tower-2, Orient Bsteach  
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





**OFFER LETTER**

17th July 2022

**Ashirbad Mohanty**  
Gurgaon

**Dear Ashirbad,**

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Binori B Square III, Sindhu  
Bhavan Road, Bodakdev,  
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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, Kharadi,  
Pune, 411014 - 99603 35902



**OFFER LETTER**

17th July 2022

**Hajra Bibi**  
Gurgaon

**Dear Hajra,**

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Binerj B Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**

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

**Branch Office - Gurgaon**

2nd Floor, Tower - 2, Orient Bestech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122006 - 93115 74179

**Branch Office - Pune**

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





**OFFER LETTER**

17th July 2022

**Indira Karmakar**  
Gurgaon

Dear Indira,

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Binerl E Square III, Binshu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
Office no. 5, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Yadiwadi,  
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, Bharad,  
Pune, 411014 - 99603 35902





**OFFER LETTER**

17th July 2022

**Jaya Jaysudha**  
Gurgaon

Dear Jaya,

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 **2nd Aug,2022**. 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 **2nd Aug,2022**. 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, Binori B Square B1, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380084

**Branch Office - Vadodara**

Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390007 - 90099 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 38902



**OFFER LETTER**

17th July 2022

**K Mohan Reddy**  
Gurgaon

Dear K Mohan,

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Bindi B Square III, Sindhu  
Bhavan Road, Godakdev,  
Ahmedabad, Gujarat, 380054

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

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Oriant 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





**OFFER LETTER**

17th July 2022

**Phoebe Margaret**  
Gurgaon

**Dear Phoebe,**

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Bharti Square III, Sindhu  
Bhavan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
Vadodara, 390002 - 99099 21195

**Branch Office - Gurgaon**  
3rd Floor, Tower-2, Orient Bestech  
Business Tower, Sector-34, NH-8,  
Gurgaon, 122004 - 93115 74159

**Branch Office - Pune**  
Unit No 1 to 6, 7th Floor, City Vista - B,  
Ashoka Nagar, Khandla,  
Pune, 411014 - 99603 35902





**OFFER LETTER**

17th July 2022

**Preeti Priyanka Purohit**  
Gurgaon

Dear Preeti,

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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 II, Sindhu  
Bhawan Road, Bodakdev,  
Ahmedabad, Gujarat. 380054

**Branch Office - Vadodara**

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

**Branch Office - Gurgaon**

3rd Floor, Tower -2, Orient Bestech  
Business Tower, Sector -34, NH-8,  
Gurgaon, 122004 - 93115 74729

**Branch Office - Pune**

Unit No 1 To 6, 7th Floor, City Vista -B,  
Ashoka Nagar, Kharadi,  
Pune, 411014 - 99605 35902



**OFFER LETTER**

17th July 2022

**Priti Ghosh**  
Gurgaon

Dear Priti,

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 **2nd Aug,2022**. 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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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 **2nd Aug,2022**. 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, Biner B Square III, Sindhu  
Bhuvan Road, Bodakdev,  
Ahmedabad, Gujarat, 380054

**Branch Office - Vadodara**  
Office no. 3, 2nd Floor, Privilege  
Avenue, Behind Atlantis, Vadiwadi,  
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, Kharedi,  
Pune, 411016 - 92603 35902





**OFFER LETTER**

17th July 2022

**Samyak Kanjilal**  
Gurgaon

Dear Samyak,

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 **2nd Aug, 2022**. 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 **2nd Aug, 2022**. 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, Bhel B Square III, Sindhu  
Bhuvan Road, Bodakdev,  
Ahmedabad, Gujarat. 380054

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

**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,  
Aashoka Nagar, Kharadi,  
Pune, 411014 - 99603 35902





**OFFER LETTER**

17th July 2022

**Shritika Bajpai**  
Gurgaon

Dear Shritika,

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 **2nd Aug, 2022**. 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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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 **2nd Aug, 2022**. 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, 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 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



**OFFER LETTER**

17th July 2022

**Subhabrata Das**  
Gurgaon

**Dear Subhabrata,**

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 **2nd Aug,2022**. 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 **2nd Aug,2022**. 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, 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 21195

**Branch Office - Gurgaon**

3rd Floor, Tower-2, Orient B eastech  
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



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 31, RACE COURSE ROAD, BENGALURU 560 001, KARNATAKA, INDIA

Tel : +91- 80-2237 0451- 57 Fax: +91-80-2237 0463 CIN: U24232KA1973PLC002401 Website: www.microlabsltd.com Email : info@microlabs.in

ML-24/OL/2023/329

May 05<sup>th</sup>, 2023

**Mr. Suvasish Kar**  
At Bowrampet, Mallampet  
Srisaibalaji enclave  
Sangareddy  
Telangana - 502325.

Sub: Offer of Employment

Dear Mr. Suvasish,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the Quality Control department based at Sikkim plant. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

You are requested to join us latest by **June 5<sup>th</sup>, 2023** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials – From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practicing Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for **MICRO LABS LIMITED**,

**Ramakrishnan V.R**  
Associate Vice President - Human Resources



# PULSUS

WWW.PULSUS.COM

Date: 17/09/2022

Dear Arpita Priyadarsini,

Congratulations & Greetings from OMICS GROUP!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "On Job Training- Journal" at OMICS. 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 16,000- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

**You are requested to join on 21/09/2022 at 09.00 AM at the following venue:-**

OMICS Group, Building NO: 20, Floor No: 09,  
Raheja Mind Space, Hitech City,  
Hyderabad, INDIA.

Ph.: +91-40-47482200/22

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.
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 Omics 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: +91-40-47482200/22**



---

## Fwd: Regarding Offer Letter

1 message

---

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:25 PM  
Subject: Regarding Offer Letter  
To: <kabyaa1234@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Aabhipsa Patra,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 18,000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 09/11/2022 (Wednesday) at 09.30 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail

failing which offer of intent remains canceled.


Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

 Description: Description: Description: C:\Users\omics\Desktop\Pulsus Image.jpg

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2 attachments

 **PULSUS**  
WWW.PULSUS.COM **image001.jpg**  
8K

 **PULSUS**  
WWW.PULSUS.COM **image001.jpg**  
8K





## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:23 PM  
Subject: Regarding Offer Letter  
To: <aaishmameher.niki@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Aaishma Meher,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 18,000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 09/11/2022 (Wednesday) at 09.30 AM at the following venue:-

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IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

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1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail

failing which offer of intent remains canceled.


Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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**2 attachments**

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 **PULSUS**  
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8K



## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:13 PM  
Subject: Regarding Offer Letter  
To: <abhipsamohanta28@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Abhipsa Mohanta,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments





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

**Fwd: FW: Regarding Offer Letter**

1 message

**Akankshyadas1998 Gujul** <akankshyadas1998@gmail.com>  
To: khyamakanta.mits@gmail.com

Fri, Nov 11, 2022 at 7:32 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:54 pm  
Subject: FW: Regarding Offer Letter  
To: Akankshyadas1998 Gujul <akankshyadas1998@gmail.com>

**From:** HR Vizag [mailto:vizag@pulsus.com]  
**Sent:** 02 November 2022 19:12  
**To:** 'akankshyadas1998@gmail.com'  
**Cc:** 'Purusottam Bhuyan(MITS GROUP)'  
**Subject:** Regarding Offer Letter

Dear Akankshya Das,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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11/17/22, 11:22 AM

Gmail - Fwd: FW: Regarding Offer Letter

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**Thanks & Regards,**

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**2 attachments**

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 **PULSUS**  
WWW.PULSUS.COM **image001.jpg**  
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## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:24 PM  
Subject: Regarding Offer Letter  
To: <alinapradhan99@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Alina Padhan,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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**Thanks & Regards,**

**Team Human Resources**

**PULSUS GROUP-Visakhapatnam**

**Phone 0891-3356321/8712290488**

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**2 attachments**





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## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:27 PM

Subject: Regarding Offer Letter

To: <arijits248@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Arijit Sahoo,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments





## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:14 PM

Subject: Regarding Offer Letter

To: <khamariarpan@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Arpan Khamari,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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**Further queries please feel free to contact me on the below number**

**Thanks & Regards,**

**Team Human Resources**

**PULSUS GROUP-Visakhapatnam**

**Phone 0891-3356321/8712290488**

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**2 attachments**







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**Fwd: Regarding Offer Letter**

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:16 PM  
Subject: Regarding Offer Letter  
To: <aseema.mishra124@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Aseema Mishra,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments





## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:17 PM

Subject: Regarding Offer Letter

To: <barshamallick78@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Barsha Mallick,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

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2 attachments





## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:19 PM

Subject: Regarding Offer Letter

To: <naikbidyutprabha@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Bidyut Prabha Naik,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

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2 attachments







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## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:27 PM

Subject: Regarding Offer Letter

To: <suhasini9171@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Debidutta Suhasini Mishra,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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2 attachments





## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:54 pm  
Subject: FW: Regarding Offer Letter  
To: Debtosh Patra <debtoshpatra486@gmail.com>

Dear Debtosh Patra,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Team Human Resources

PULSUS GROUP-Visakhapatnam

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2 attachments





## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:44 pm  
Subject: FW: Regarding Offer Letter  
To: Ipsita Das <ipdas18@gmail.com>

Dear Ipsita Das,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kind acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments







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

**Fwd: Regarding Offer Letter**

1 message

**KIRANMAYEE DAS** <daskirnamyee.jaj@gmail.com>  
To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Fri, Nov 11, 2022 at 12:36 PM

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:13 PM  
Subject: Regarding Offer Letter  
To: <daskirnamyee.jaj@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Kiranmayee Das,

Congratulations &amp; Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 18,000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 09/11/2022 (Wednesday) at 09.30 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
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9. In case of resignation 2 months' notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail

11/17/22, 11:25 AM

Gmail - Fwd: Regarding Offer Letter

failing which offer of intent remains canceled.


**Further queries please feel free to contact me on the below number**

**Thanks & Regards,**

**Team Human Resources**

**PULSUS GROUP-Visakhapatnam**

**Phone 0891-3356321/8712290488**

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## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:29 PM  
Subject: Regarding Offer Letter  
To: <laxmipriyapatra7300@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Laxmi Priya Patra,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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**PULSUS GROUP-Visakhapatnam**

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**2 attachments**





## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:47 pm  
Subject: FW: Regarding Offer Letter  
To: Lipsita Aruk <lipsitaaruk1999@gmail.com>

Dear Lipsita Aruk,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Thu, 3 Nov 2022, 12:27 pm

Subject: FW: Regarding Offer Letter

To: M Shibani Kar <alinkaralin@gmail.com>

Dear M Shibani Kar,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:39 PM  
Subject: Regarding Offer Letter  
To: <pmayamonalisa@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Maya Monalisa Prusty,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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failing which offer of intent remains canceled.


**Further queries please feel free to contact me on the below number**

**Thanks & Regards,**

**Team Human Resources**

**PULSUS GROUP-Visakhapatnam**

**Phone 0891-3356321/8712290488**

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**2 attachments**





## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:29 pm  
Subject: FW: Regarding Offer Letter  
To: Payal Sahoo <payalsahoo192@gmail.com>

Dear Payal Sahoo,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments







## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:25 pm  
Subject: FW: Regarding Offer Letter  
To: Pooja Mohanty <pooja11mohanty@gmail.com>

Dear Pooja Mohanty,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments





## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:38 PM

Subject: Regarding Offer Letter

To: <poonamgupta2212@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Poonam Gupta,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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failing which offer of intent remains canceled.


**Further queries please feel free to contact me on the below number**

**Thanks & Regards,**

**Team Human Resources**

**PULSUS GROUP-Visakhapatnam**

**Phone 0891-3356321/8712290488**

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## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:35 pm  
Subject: FW: Regarding Offer Letter  
To: Pratikshya Panigrahi <pratikshya8299@gmail.com>

Dear Pratikshya Panigrahi,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

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PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments







## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:35 PM

Subject: Regarding Offer Letter

To: <saksharmishra007@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Sakshar Mishra,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments





## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:36 PM

Subject: Regarding Offer Letter

To: <sindhusha652@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Sindhusa Srinivas,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:38 pm  
Subject: FW: Regarding Offer Letter  
To: Snihdha S Sahoo <snigdhasahoo29@gmail.com>

Dear Snihdha S Sahoo,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kind acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

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## Fwd: FW: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Thu, 3 Nov 2022, 12:36 pm  
Subject: FW: Regarding Offer Letter  
To: Sujata Patia <sujatapatia@gmail.com>

Dear Sujata Patia,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 18,000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 09/11/2022 (Wednesday) at 09.30 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356321/8712290488

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2 attachments





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**Fwd: Regarding Offer Letter**

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:39 PM  
Subject: Regarding Offer Letter  
To: <sumitrarout248@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Sumitra Rout,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail



failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

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## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>  
Date: Wed, Nov 2, 2022, 7:49 PM  
Subject: Regarding Offer Letter  
To: <pradhan.littu@gmail.com>  
Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Swagatika Pradhan,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 18,000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

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failing which offer of intent remains canceled.

**Further queries please feel free to contact me on the below number**

**Thanks & Regards,**

**Team Human Resources**

**PULSUS GROUP-Visakhapatnam**

**Phone 0891-3356321/8712290488**

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## Fwd: Regarding Offer Letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Nov 2, 2022, 7:47 PM

Subject: Regarding Offer Letter

To: <swarnapravajena10@gmail.com>

Cc: Purusottam Bhuyan(MITS GROUP) <purusottam.hrd@gmail.com>

Dear Swarnaprava Jena,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Conferences Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 18,000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218924389/Kolkata**  
**Date: 03/02/2022**

Mr. Nikhil Kumar Sharma  
Statuepara,  
Bhawanipatna,  
Bhawanipatna-766001,  
Odisha.  
Tel# -

Dear Nikhil Kumar Sharma,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

You will be eligible for a basic salary of **₹7,950/-** per month.

**TCS Confidential**  
**TCSL/DT20218924389**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - II/F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com





## **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### **1. House Rent Allowance (HRA)**

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year

**TCS Confidential**

**TCSL/DT20218924389**

**3**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

Building 1A, EcoSpace, Plot - II/F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

### **RETIRALS**

#### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

#### **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve





months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **3. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **4. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **5. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **6. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **7. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## 8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 9. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.





This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### **12. Terms and Conditions**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

#### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **14. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

#### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum





qualification of MBBS to the Induction Coordinator.

#### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from





time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### 24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xperience Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Nikhil Kumar Sharma</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>15,129</b>	<b>1,90,926</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





**4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

**5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

**6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

**7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

#### **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Date: 23rd July, 2022**

**Anisha Mohapatra**

**Phone No: 8260562650**

**Subject - Offer of Appointment**

Dear Anisha Mohapatra ,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. 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 09:00 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 July, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:

**Date: 23rd July, 2022**

**Ankita Anuradha Samal**

**Phone No: 7077840137**

## **Subject - Offer of Appointment**

Dear Ankita Anuradha Samal,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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**.
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8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd July, 2022**.



9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:

**Date: 23rd July, 2022**

**Ankita Priyadarshani Rout**

**Phone No: 8917290177**

**Subject - Offer of Appointment**

Dear Ankita Priyadarshani Rout,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. 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 09:00 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 July, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **SM00592470@TechMahindra.com**)

**For Tech Mahindra Limited**



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

**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:



**Date: 23rd July, 2022**

**Archita Baral**

**Phone No: 8144813427**

## **Subject - Offer of Appointment**

Dear Archita Baral,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. 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 09:00 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 July, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **SM00592470@TechMahindra.com**)

For Tech Mahindra Limited



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

**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:

**Date: 23rd July, 2022**

**Bijayalaxmi Singh**

**Phone No: 7205108214**

**Subject - Offer of Appointment**

Dear **Bijayalaxmi Singh**,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. 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 09:00 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 July, 2022**.



9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**  
Group Function Head (Support) – Human Resource

**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:

**Date: 23rd July, 2022**

**Durgapada Sarkhel**

**Phone No: 7978107297**

**Subject - Offer of Appointment**

Dear **Durgapada Sarkhel**,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. 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 09:00 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 July, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **SM00592470@TechMahindra.com**)

For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:



**Date: 23rd July, 2022**

**Kiranbala Jena**

**Phone No: 8249951894**

## **Subject - Offer of Appointment**

Dear **Kiranbala Jena**,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. 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 09:00 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.
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9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**  
Group Function Head (Support) – Human Resource

**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:

Ref: 921033/2122708/Permt

Date: 23rd July, 2022

**Madhusmita Mohanty**  
Banaingarh, Bonaigarh, Bonaigarh  
Sundergarh, Odisha-770038  
Phone No: 7077333611

**Subject - Offer of Appointment**

Dear **Madhusmita Mohanty**,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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**.
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8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd July, 2022**.



9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:

**Date: 23rd July, 2022**

**Payal Tripathy**

**Phone No: 8144561449**

**Subject - Offer of Appointment**

Dear **Payal Tripathy**,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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.
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8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd July, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:



**Date: 23rd July, 2022**

**Priyanka Dash**

**Phone No: 7327083228**

## **Subject - Offer of Appointment**

**Dear Priyanka Dash,**

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
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8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd July, 2022**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:

**Date: 23rd July, 2022**

**Smaranika Mahanta**

**Phone No: 9078476363**

**Subject - Offer of Appointment**

Dear Smaranika Mahanta,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three 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. You are required to join on **23rd July, 2022** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
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8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Deepa Raghubanshi** latest by **23rd July, 2022**.



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- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**  
**Group Function Head (Support) – Human Resource**

**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:

**Date: 23rd July, 2022**

**Subhajyoti Lenka**

**Phone No: 7788940619**

**Subject - Offer of Appointment**

Dear Subhajyoti Lenka,

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
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- Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: [SM00592470@TechMahindra.com](mailto:SM00592470@TechMahindra.com))

For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:



**Date: 23rd July, 2022**

**Supriya Mohanty**

**Phone No: 8383912228**

**Subject - Offer of Appointment**

Dear **Supriya Mohanty,**

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

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate - Customer Support** on **U1** band, operating out of our **Bhubaneswar** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 157743 (Rupees One Lakh Fifty Seven Thousand Seven Forty Three Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
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4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
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For Tech Mahindra Limited



**Mukul Sah**

**Group Function Head (Support) – Human Resource**

**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:

**Offer of Employment**

Date: 07.11.2022

Ref.No: VBPL/HR/2022-2023/Nov/576

Dear Mr. Pramod Kumar,

We are pleased to inform you that your application for the position of **Executive Trainee in the Department of Quality Control** Virchow Biotech Pvt. Ltd Unit I was reviewed, and you have been selected for the position. We are offering you the position with a CTC of Rs.1.8 Lakhs Per Annum (Rupees One Lakh Eighty Thousand Only). A detailed salary break up will be provided to you at the time of joining.

Please bring with you the following documents on the day of joining.

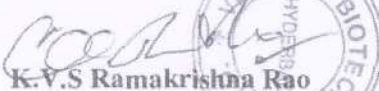
1. Proof of age (Xerox)
2. Duplicate copies of educational & professional certificates.
3. Relieving certificate from previous employer. (If any)
4. Appointment letter of the previous employer and salary revision letters.
5. Last month pay slip received from the previous employer.
6. 5 Passport size photographs.
7. Medical Reports (As per checklist).
8. Aadhar Card (Xerox)
9. Bank Passbook front paper Xerox copy.

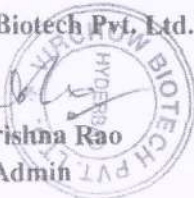
**NOTE: Please bring all the originals which will be returned to you after verification. Our company policy is to commence the date of joining either on 1<sup>st</sup> or 15<sup>th</sup> of each month (based upon the working day).**

Please acknowledge the receipt of this letter and confirm your acceptance within 20 days from the date of this offer letter. As your acceptance of this offer, print this offer letter, sign, date it and email back to us at your earliest convenience with the expected date of joining.

Regards

For Virchow Biotech Pvt. Ltd.

  
K.V.S Ramakrishna Rao  
DGM- HR & Admin



**Factory :** Survey No. 172 Part, Gagillapur Village, Dundigal Gandimaisamma Mandal,  
Medchal-Malkajgiri District, Telangana - 500 043, INDIA.

Phone : 09700017820, 09700017883 E-mail : hr@virchowbiotech.com, regulatory.vbpl@gmail.com

**Head Office :** # 319 & 320, III<sup>rd</sup> Floor, Swamy Ayyappa Co-op. Housing Society Ltd. Madhapur, Hyderabad-500 081.

Phone : +91-40-23119481, Fax : +91-40-23119486. **GSTIN : 36AABCV2578A1ZI**





February 22, 2022

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

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

Dear Ajit Rout,

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

Welcome to WILP!

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

The duration of the academic program shall be 48 months from the **date of enrolment 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 **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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

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

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

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

The below table lists down your scholarship details:

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

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



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

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

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

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

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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

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

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

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / , University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

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



all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

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

#### 13. Misconduct:

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

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online**



**assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

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

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

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

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE - III

#### **INITIAL INDUCTION PROGRAM**

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

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

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



Trainees.

### Corporate Readiness Program - CRP

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

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

### Technology Readiness Program - TRP

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

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

## ANNEXURE – IV

### POST CONVERSION DETAILS

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

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

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

Please note the terms and conditions:

1. The special bonus is subject to

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

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

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

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

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

6. You shall keep the contents of this letter confidential

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

## ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee



with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

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

#### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Accept  Decline

**Signature** Ajit Rout 22/2/2022 12:24 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

23817887



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

**Fwd: Wipro Enrollment Letter**

1 message

**Bansiika Dash** <dashbansiika04@gmail.com>  
To: khyamakanta.mits@gmail.com

Sat, Dec 3, 2022 at 7:47 AM

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

From: **Wipro offer letter** <wipro+email+38k0t-258b76d1a3@talent.icims.com>  
Date: Mon, 31 Jan, 2022, 9:25 pm  
Subject: Wipro Enrollment Letter  
To: <dashbansiika04@gmail.com>

**January 31, 2022**Dear **Bansika Dash**,

Congratulations! We are pleased to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

**Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

**Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**

Please click on the link below to review and accept your enrollment letter at the earliest using a desktop/laptop.  
**Click to Complete**

Your Login Information:

Login Name: **dashbansiika04@gmail.com***(If you do not know your password, you can reset it by clicking here.)*

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Thanks and Regards,  
Campus Offer Generation Team  
[Global Campus Hiring Team] Wipro Limited]

This message was sent to [dashbansiika04@gmail.com](mailto:dashbansiika04@gmail.com). If you don't want to receive these emails from this company in the future, please go to:

12/3/22, 2:14 PM

Gmail - Fwd: Wipro Enrollment Letter

<https://wipro.icims.com/icims2/?r=585023163943&contactId=17840346>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND





February 21, 2022

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

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

Dear Biswajyoti Raj,

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

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

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

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

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

The below table lists down your scholarship details:

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

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



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

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

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

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

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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

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

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

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

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



all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

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

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online**



**assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

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

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

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

Yours sincerely,

For **Wipro Limited**,



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

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

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

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

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



Trainees.

**Corporate Readiness Program - CRP**

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

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

**Technology Readiness Program - TRP**

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

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

**ANNEXURE – IV**

**POST CONVERSION DETAILS**

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

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

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

Please note the terms and conditions:

- The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
- Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
- In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- You shall keep the contents of this letter confidential

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

**ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee



with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

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

#### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Accept  Decline

**Signature** Biswajyoti Raj 21/2/2022 7:41 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

23817894



CHINMAYA SAHOO &lt;chinmayasahoo1605@gmail.com&gt;

## Wipro Campus Update\_LOI

1 message

Kashish Malik <wipro+email+2rxk2-98af8972ed@talent.icims.com>  
 Reply-To: Kashish Malik <wipro+email+2rxk2-98af8972ed@talent.icims.com>  
 To: chinmayasahoo1605@gmail.com

Mon, Dec 6, 2021 at 12:02 PM

December 6, 2021

Dear Chinmaya Sahoo ,  
 Resume Number - 23163945

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For **Wipro Limited**,

Aparna Shailen

This message was sent to chinmayasahoo1605@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=CB3B23163945&contactId=15445057>

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12/3/22, 2:34 PM

Gmail - Fwd: Wipro Campus Update\_LOI



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

---

**Fwd: Wipro Campus Update\_LOI**

1 message

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**Debabrata Dipankar** <debabratadipankar234@gmail.com>  
To: khyamakanta.mits@gmail.com

Sat, Dec 3, 2022 at 2:13 PM



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

From: **Campus HR Team** <wipro+email+2o0u9-46e691fa12@talent.icims.com>  
 Date: Mon, 22 Nov, 2021, 12:17 pm  
 Subject: Wipro Campus Update\_LOI  
 To: <debabratadipankar234@gmail.com>

November 22, 2021

Dear Debabrata Dalei ,  
 Resume Number - 23163938

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.


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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For **Wipro Limited**,

 **Aparna Shailen**

This message was sent to debabratadipankar234@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=1D7C23163938&contactId=14754659>

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**February 7, 2022**

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

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

Dear Debashish Panda,

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

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

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self,



spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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

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

The below table lists down your scholarship details:

<b>Period</b>	<b>Scholarship</b>	<b>ESI</b>	<b>Consolidated Scholarship (Rs. Per Month)</b>

<b>First year</b>	<b>15000</b>	<b>488</b>	<b>15,488/- (*)</b>
<b>Second year</b>	<b>17000</b>	<b>553</b>	<b>17,553/- (*)</b>
<b>Third year</b>	<b>19000</b>	<b>618</b>	<b>19,618/- (*)</b>
<b>Fourth year</b>	<b>23000</b>	<b>0</b>	<b>23,000/- (*)</b>

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

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

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

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

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

**Book Allowance:**

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

**Scholarship Advance:**



You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad

objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

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

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.



- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.

- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.

xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.

xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any

deviations.

- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any



such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

## **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software

and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## **12. Posting**

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

## **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your



enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

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

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

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

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your “Project work” would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro’s other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If

you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.

- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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



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

**18. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For Wipro Limited,

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

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

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

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

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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3



months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

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

## **ANNEXURE – IV**

### **POST CONVERSION DETAILS**

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

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

<b>Year</b>	<b>Bonus</b>
	1,00,000 –
End of Year 1	1,50,000
End of Year 2	1,00,000 –
End of Year 3	1,50,000
	1,00,000 –
	1,50,000



Please note the terms and conditions:

1. The special bonus is subject to

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

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

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

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

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

6. You shall keep the contents of this letter confidential

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

#### **ANNEXURE – V**

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

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

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other



miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Accept  Decline

**Signature** Debashish Panda 7/2/2022 11:37 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

23163923



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

## Wipro loi

1 message

Itishree Rout <itishreerout36@gmail.com>  
To: khyamakanta.mits@gmail.com

Fri, Dec 2, 2022 at 7:51 PM

November 22, 2021

Dear Itishree Rout ,  
Resume Number - 23163946

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/ WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.


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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited**,

 Aparna Shailen





February 22, 2022

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



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

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

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

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

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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

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

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

You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.

- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- VII. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- IX. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- XI. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- XII. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- XIII. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- XV. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- XVI. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- XVII. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- XVIII. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- XX. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- XXII. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- XXIII. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- XXIV. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / , University would be final and binding.
- XXV. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

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



all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

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

Yours sincerely,

For **Wipro Limited**,



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

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

I shall be present for the induction session on

#### ANNEXURE I

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

I Jitendra 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 IU

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE — III

#### **INITIAL INDUCTION PROGRAM**

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

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

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



Trainees.

### Corporate Readiness Program - CRP

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

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

### Technology Readiness Program - TRP

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

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

## ANNEXURE — IV

### POST CONVERSION DETAILS

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

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

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

Please note the terms and conditions:

- The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
- Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
- In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- You shall keep the contents of this letter confidential

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

## ANNEXURE — V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee



with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Accept  Decline

Signature Jitendra Sahoo 22/2/2022 01:40 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

23817888



February 19, 2022

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

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

Dear Maharaj Mohanty,

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

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

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

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

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

The below table lists down your scholarship details:

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

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



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

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

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

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

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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

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

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

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

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



all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

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

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online**



**assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

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

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

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

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
General Manager - Human Resources

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

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

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

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



Trainees.

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

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

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

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

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

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

## **ANNEXURE – IV**

### **POST CONVERSION DETAILS**

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

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

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

Please note the terms and conditions:

1. The special bonus is subject to

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

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

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

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

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

6. You shall keep the contents of this letter confidential

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

## **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee

with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

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

#### **Travel**

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

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

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Accept  Decline

**Signature** Maharaj Mohanty 19/2/2022 10:57 AM

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

Registered Office:

**Wipro Limited**

T :+91 (80) 2844 0011

Doddakannelli

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Sarjapur Road

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23817884





February 22, 2022

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

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

Dear Mitu Sasmal,

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

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

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

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

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

The below table lists down your scholarship details:

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

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



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

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

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

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

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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

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

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

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

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



all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

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

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online**



**assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

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

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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



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

Yours sincerely,

For **Wipro Limited**,



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

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

I shall be present for the induction session on

#### ANNEXURE I

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

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

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

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

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

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

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

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

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

Trainees.

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

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

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

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

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

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

## **ANNEXURE – IV**

### **POST CONVERSION DETAILS**

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

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

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

Please note the terms and conditions:

1. The special bonus is subject to

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

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

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

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

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

6. You shall keep the contents of this letter confidential

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

## **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee



with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

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

#### Travel

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

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Accept  Decline

**Signature** Mitu Sasmal 22/2/2022 6:32 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

23817889





February 22, 2022

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

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

Dear Nishiket Satpathy,

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

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

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

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

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

The below table lists down your scholarship details:

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

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



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

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

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

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

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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

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

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

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

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

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

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



all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

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

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

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

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

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

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online**



**assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

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

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

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

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

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

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

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

Yours sincerely,

For **Wipro Limited**,



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

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

I shall be present for the induction session on

#### **ANNEXURE I**

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

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

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

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

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

#### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### **ANNEXURE - III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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



Trainees.

### Corporate Readiness Program - CRP

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

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

### Technology Readiness Program - TRP

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

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

## ANNEXURE – IV

### POST CONVERSION DETAILS

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

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

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

Please note the terms and conditions:

1. The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

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

## ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee



with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

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

**Travel**

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

**Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

Accept  Decline

**Signature** Nishiket Satpathy 22/2/2022 11:07 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

23817872



February 18, 2022

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

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

Dear Pranati Pal,

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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



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

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

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

#### **Book Allowance:**

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

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

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

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

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

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

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

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



- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

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

#### 8. Conflict of Interest:



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

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

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the



sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

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

#### 13. Misconduct:

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

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

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

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

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

**18. Acceptance of Enrolment Letter:**

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

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

Yours sincerely,

For **Wipro Limited**,



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

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

I shall be present for the induction session on



### **ANNEXURE I**

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

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

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

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

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

### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

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

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

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

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

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

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

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

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

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

#### **POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus



Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

##### Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature** Pranati Pal 18/2/2022 4:25 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

23286101





February 21, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Pratap 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 **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the



relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.



- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain



all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online**



**assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

#### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

#### **16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

#### **17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

#### **18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.



Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

#### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Pratap Das, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

#### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

#### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the

Trainees.

### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

### **POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

## **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee



with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### **Travel**

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature** Pratap Das 21/2/2022 8:13 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

23818013



12/3/22, 2:02 PM

Gmail - Fwd: Wipro Campus Update\_LOI



Khyamakanta Sahu <khyamakanta.mits@gmail.com>

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**Fwd: Wipro Campus Update\_LOI**

1 message

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**Pritam Rahul** <pritamrahul46@gmail.com>  
To: khyamakanta.mits@gmail.com

Fri, Dec 2, 2022 at 6:20 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2o0vs-14319e41d6@talent.icims.com>  
 Date: Mon, Nov 22, 2021, 12:17  
 Subject: Wipro Campus Update\_LOI  
 To: <pritamspun46@gmail.com>

November 22, 2021

Dear Pritam Ranjan ,  
 Resume Number - 23163927

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.


Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For **Wipro Limited**,

 **Aparna Shailen**

This message was sent to pritamspun46@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=F79A23163927&contactId=14754659>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560 035 IND



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

RAJESH KUMAR <rajeshsahoo29030@gmail.com>  
 To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Fri, Dec 2, 2022 at 7:37 PM

### Forwarded Conversation

Subject: Wipro Campus Update\_LOI

From: **Campus HR Team** <wipro+email+2o0up-dadb6348f7@talent.icims.com>  
 Date: Mon, 22 Nov 2021 at 12:17  
 To: <rajeshsahoo29030@gmail.com>

November 22, 2021

Dear Rajesh Sahoo ,  
 Resume Number - 23163953

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For **Wipro Limited**,

Aparna Shailen

This message was sent to rajeshsahoo29030@gmail.com. If you don't want to receive these emails from this company in the future, please go to:



12/3/22, 2:08 PM

Gmail - Fwd: Wipro Campus Update\_LOI

<https://wipro.icims.com/icims2/?r=952623163953&contactId=14754659>

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From: **RAJESH KUMAR** <rajeshsahoo29030@gmail.com>  
Date: Mon, 22 Nov 2021 at 22:02  
To: smrutisahoo799@gmail.com <smrutisahoo799@gmail.com>



February 18, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Rajkishore jena,

**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 **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month



salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

## 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the



sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on



### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Rajkishore jena, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

#### POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus



Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

##### Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature** Rajkishore jena 18/2/2022 7:52 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

23817913





February 21, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Sarthak nayak,

**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 diagonal line.

**Aparna Shailen**  
General Manager - Human Resources

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic



program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month



salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the



sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on



### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Sarthak nayak, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

#### POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus



Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

##### Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature** Sarthak nayak 21/2/2022 8:03 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro  
Limited**

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Doddakannelli

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February 22, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear sibansu 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", is written over a horizontal line.

**Aparna Shailen**  
**General Manager - Human Resources**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

**Terms & Conditions of Scholarship**

**1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

**2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month



salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade



in a course as prescribed by the partnering institution.

- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of



## WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

### 9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

### 10. Confidentiality:



- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

### **11. Assignment of Intellectual Property**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

### **12. Posting**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

### **13. Misconduct:**

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

### **14. Cancellation of Enrolment:**

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

### **15. Study Hours:**

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.



- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**



I sibansu mohapatra, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

#### **POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be



paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

- The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
- Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
- In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

##### Travel

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- Campus joiners would not be eligible for accommodation at the Wipro guest houses.



**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature**

(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

23817875

Submit & Print



Khyamakanta Sahu &lt;khyamakanta.mits@gmail.com&gt;

## Fwd: Wipro Campus Update\_LOI

1 message

slipa Pattanaik <slipapattanaik48@gmail.com>  
 To: "khyamakanta.mits@gmail.com" <khyamakanta.mits@gmail.com>

Fri, Dec 2, 2022 at 7:36 PM

----- Forwarded message -----

From: **slipa Pattanaik** <slipapattanaik48@gmail.com>  
 Date: Thu, Jan 13, 2022, 12:05 PM  
 Subject: Fwd: Wipro Campus Update\_LOI  
 To: <itishreerout36@gmail.com>

----- Forwarded message -----

From: **Kashish Malik** <wipro+email+2rxfi-e39a7aee8b@talent.icims.com>  
 Date: Mon, Dec 6, 2021, 12:02 PM  
 Subject: Wipro Campus Update\_LOI  
 To: <slipapattanaik48@gmail.com>

December 6, 2021

Dear slipa pattanaik ,  
 Resume Number - 23163936

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
 For **Wipro Limited**,

12/3/22, 2:08 PM

Gmail - Fwd: Wipro Campus Update\_LOI

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This message was sent to [slipapattanaik48@gmail.com](mailto:slipapattanaik48@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=F09A23163936&contactId=15445057>

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Khyamakanta Sahu <khyamakanta.mits@gmail.com>

**Fwd: Wipro Campus Hiring Update**

1 message

somya <somyasahoo353@gmail.com>  
To: khyamakanta.mits@gmail.com

Fri, Dec 2, 2022 at 7:35 PM

----- Forwarded message -----

From: **Campus HR Team** <wipro+email+2sk4n-e14baf8774@talent.icims.com>  
Date: Tue, 7 Dec, 2021, 3:10 pm  
Subject: Wipro Campus Hiring Update  
To: <somyasahoo353@gmail.com>



Dear Somya Sahoo,

This is in continuation to the LOI of Wipro Integrated Learning Program (WILP) sent to you. As you are aware this is a robust academic program that will enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course. The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be INR 6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will

be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

- The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
- Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
- In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- You shall keep the contents of this letter confidential

**Thank you,  
Global Campus Hiring Team**

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorized agencies/partners to collect any fee for recruitment. If you encounter any suspicious mail, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on [helpdesk.recruitment@wipro.com](mailto:helpdesk.recruitment@wipro.com)

This message was sent to [somyasahoo353@gmail.com](mailto:somyasahoo353@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=0E7A23163947&contactId=15516834>

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January 31, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Sonmayee Nayak,

**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 **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month



salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the



sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training) and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on



## **ANNEXURE I**

### **CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Sonmayee Nayak, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

## **ANNEXURE – IV**

### **POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus



Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

##### Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.



iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature** Sonmayee Nayak 31/1/2022 9:31 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

23163941



August 10, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Soumya Barik,

**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 **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.



You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.



- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head /



Manager of WILP Academy

- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### **10. Confidentiality:**



- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice 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, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).



**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

**ANNEXURE I****CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Soumya Barik, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:



- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

## **ANNEXURE – III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and 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 Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:  
  
Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**Skill Preferences 1 : JAVA-J2EE**

**Location Preferences 1 : Hyderabad**

**Skill Preferences 2 : Java-MEAN**

**Location Preferences 2 : Bangalore**

**Skill Preferences 3 : DAAI -Cloud & Digital Database    Location Preferences 3 : Bhubaneshwar**

Accept    Decline

**Signature** Soumya Barik 10/8/2022 1:51 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

25247022





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## Wipro Enrollment Letter

1 message

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**Wipro offer letter** <wipro+email+3eb2p-d6354f63cb@talent.icims.com>

Fri, Feb 18,  
2022 at 16:25

Reply-to: Wipro offer letter <wipro+email+3eb2p-d6354f63cb@talent.icims.com>

To: biswalsoumyashree9@gmail.com

**February 18, 2022**

Dear **soumyashree biswal**,

Congratulations! We are pleased to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

## **Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

**Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**

Please click on the link below to review and accept your enrollment letter at the earliest using a desktop/laptop.

**Click to Complete**

Your Login Information:

Login Name: **biswalsoumyashree9@gmail.com**

*(If you do not know your password, you can reset it by clicking here.)*



If you have any questions about the details of your offer or about employment at Wipro, please reach out to

[manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Thanks and Regards,  
Campus Offer Generation Team  
|Global Campus Hiring Team| Wipro Limited|

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This message was sent to [biswalsoumyashree9@gmail.com](mailto:biswalsoumyashree9@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=9F8223817879&contactId=18643692>

© Wipro Limited, Doddakannelli, Sarjapur Road  
Bengaluru 560 035 IND



February 12, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme**  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Subhashree 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 diagonal line.

**Aparna Shailen**  
General Manager - Human Resources

#### **Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

#### **Terms & Conditions of Scholarship**

#### **1. PROFILE:**

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

#### **2. DURATION:**

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic



program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

### 3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

### 4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month



salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

#### **8. Conflict of Interest:**



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the



sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on



### **ANNEXURE I**

#### **CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I Madhusmita Mohanty, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### **ANNEXURE – III**

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### **ANNEXURE – IV**

#### **POST CONVERSION DETAILS**

Post successful completion of your course and conversion to full time employment, you will be part of the Campus



Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### **ANNEXURE – V**

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

##### **Travel**

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### **Accommodation, Food & other Miscellaneous Expenses**

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.



iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature** Subhashree Sahoo 12/2/2022 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

23264878



February 21, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear sunil jena,

**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 **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month



salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

#### **Book Allowance:**

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

#### **Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### **5. Training Agreement:**

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

#### **6. PROJECT READINESS PROGRAM (PRP)**

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

#### **7. Regulations of Academic study:**

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8<sup>th</sup> semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.



- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

### **8. Conflict of Interest:**



- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
  - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
  - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

#### **9. Obligation and Responsibilities:**

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the



sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

#### 10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

#### 11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

#### 12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

#### 13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

**Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### 14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one 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. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.



- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

**16. General:**

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

**17. On Completion/Cancellation of Academic Program:**

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

**18. Acceptance of Enrolment Letter:**

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on



### ANNEXURE I

#### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I sunil jena, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

### ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

### ANNEXURE – III

#### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

### ANNEXURE – IV

#### POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus



Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to
  - you being "active" in the services of the company through to retention date as applicable
  - your employment has not been terminated for poor performance or for cause prior to retention date
  - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

**Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.**

#### ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

#### Travel, Accommodation, Food & Other Miscellaneous Expenses

##### Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

##### Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.



iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

Accept  Decline

**Signature** sunil jena 21/2/2022 8:52 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

23817873



## Fwd: Wipro Enrollment Letter

1 message

Mon, Jan 31, 2022 at 10:16 PM

From: **Wipro offer letter** <wipro+email+38k61-a698458524@talent.icims.com>  
Date: Mon, 31 Jan, 2022, 9:27 pm  
Subject: Wipro Enrollment Letter  
To: <swatipatra411@gmail.com>

January 31, 2022

Dear Swati Patra,

Congratulations! We are pleased to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

**Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.**

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

### Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.

**Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.**

Please click on the link below to review and accept your enrollment letter at the earliest using a **desktop/laptop**.  
[Click to Complete](#)

Your Login Information:

Login Name: [swatipatra411@gmail.com](mailto:swatipatra411@gmail.com)

*(If you do not know your password, you can reset it by clicking here.)*

If you have any questions about the details of your offer or about employment at Wipro, please reach out to [manager.campus@wipro.com](mailto:manager.campus@wipro.com)

Thanks and Regards,  
Campus Offer Generation Team  
|Global Campus Hiring Team| Wipro Limited|

This message was sent to [swatipatra411@gmail.com](mailto:swatipatra411@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=4CCF23163928&contactId=17840346>

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## Wipro Campus Update\_LOI



Inbox



Kashish Malik 06/12/2021

to me ▾



December 6, 2021

Dear snehanjali barik ,  
Resume Number - 23163929

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below.  
Do reach out to us should you have any clarifications.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the




(\*You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a pre-condition to the issuance of offer of appointment.

Yours sincerely,  
For **Wipro Limited**,

 **Aparna Shailen**

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This message was sent to [bariksnehanjali6@gmail.com](mailto:bariksnehanjali6@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=7BBE23163929&contactId=15445057>

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560 035 IND



### LIST OF STUDENTS PROGRESSED TO HIGHER EDUCATION

A.Y - 2021-22

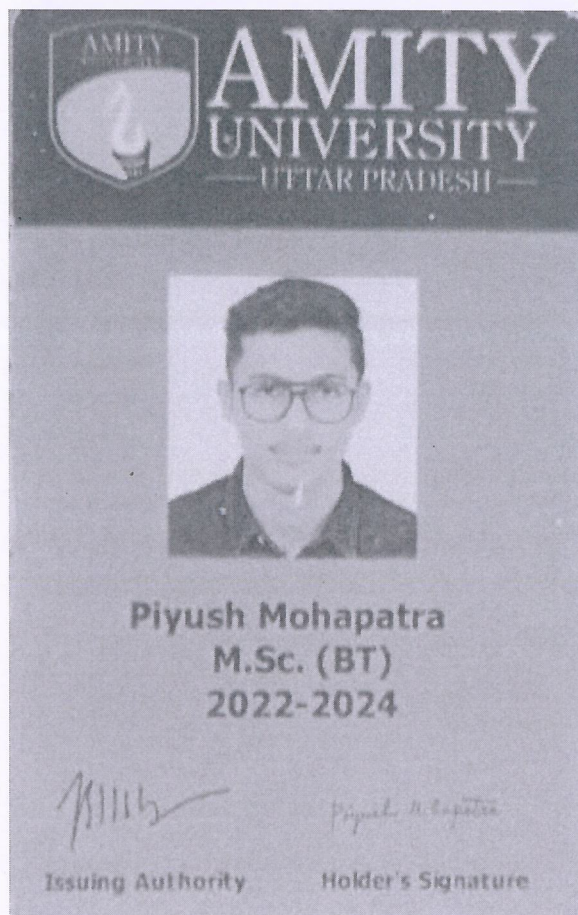
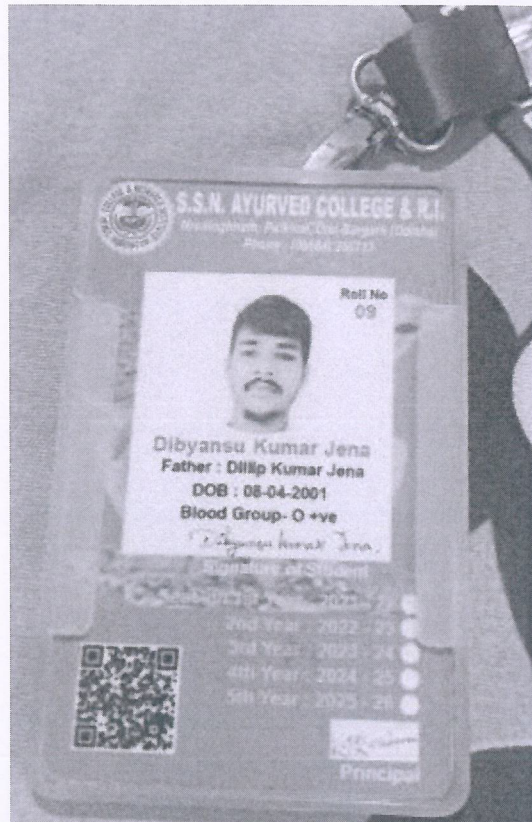
SN	Name of Student	Program graduated from	Name of institution joined	Name of program admitted
1.	DIBYANSU KUMAR JENA	B.Sc. Biotechnology	SSN Ayurved College & RI	BAMS
2.	PIYUSH MOHAPATRA	B.Sc. Biotechnology	Amity University	M.Sc. In Biotechnology
3.	PRADYUMNA PANDA	B.Sc. Biotechnology	BGU	MCA
4.	SANDEEP KUMAR PALAI	B.Sc. Biotechnology	Utkal University	Master of Public Health
5.	SATABDI BEHERA	B.Sc. Biotechnology	CUTM	M.Sc. In Applied & Clinical Microbiology
6.	SHOMYA RANJAN MOHAPATRA	B.Sc. Biotechnology	BIITM	MBA
7.	SIBASISH SARANGI	B.Sc. Biotechnology	KIIT University	M.Sc. In Biotechnology
8.	SUBHRAJYOTI MANDAL	BCA	College of Engg, BBSR	MCA
9.	SUMAN SOUBHAGYA	B.Sc. Biotechnology	BIITM	MBA



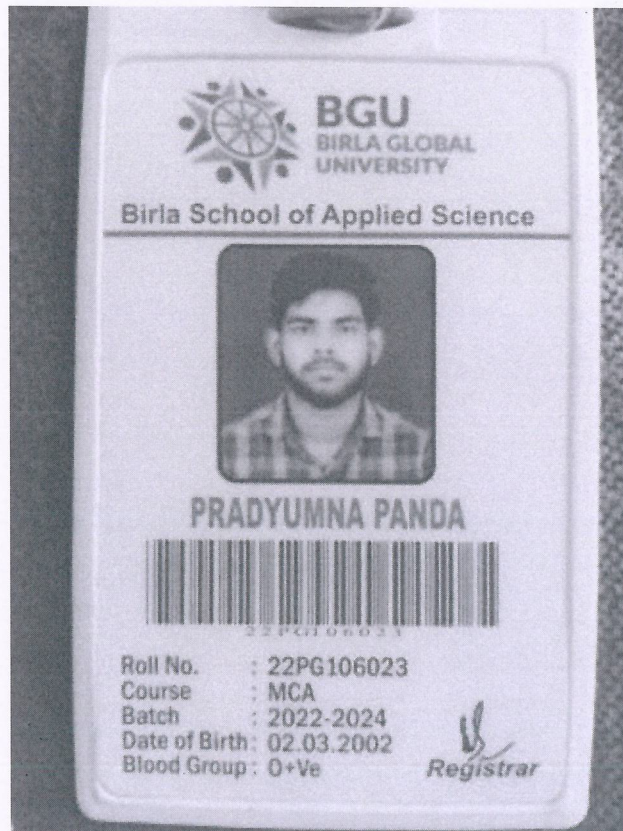
**DIRECTOR**

**Director**  
MITS School of Biotechnology  
Bhubaneswar

A.Y 2021-22







 **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT (CUTM)**  
Bhubaneswar Campus, Odisha  
Phone: (0674) 2492496

**Identity Card**

Name : **SATABDI BHERA**

Programme : Master of Science

Branch : MSC- CMB

Regd. No. : 221705350020


Blood Gr. : O +ve


Validity : 2022 - 202



  
221705350020

  
**Registrar**

 **BIJU PATNAIK INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT STUDIES, BHUBANESWAR**




**SHOMYA RANJAN MAHAPATRA**

Regn. No. : 2206258251


Batch : 2022-2024

Valid upto : 31st July 2024


Blood Group : A +ve

  
**PRINCIPAL**




**KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY**  
 Deemed to be University  
 (Established by Govt. of India, Act No. 19 of 1999)  
 Bhubaneswar, Odisha, India



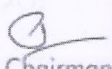
**IDENTITY CARD**  
School of Biotechnology



**SIBASISI SARANGI**

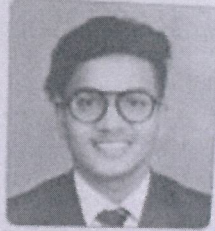
Course : M.Sc.  
 Subject : Biotechnology  
 Roll No : 2261068  
 Student No : 1000169417

D-20

<div style="text-align: center;">  <b>College of Engineering Bhubaneswar</b>  <small>Approved by AICTE, Affiliated to BPUT, Accredited by NBA</small> </div> <div style="display: flex; align-items: center; justify-content: center; margin-top: 10px;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 24px; margin-right: 10px;">COEB</div>  </div> <p style="margin-top: 10px;"> <b>Name : SUBHRAJYOTI MANDAL</b>  <b>Stream : MCA</b>  <b>Roll No. : COEB/2022/Btech(MCA)/82</b>  <b>Blood Gr : O +VE</b>  <b>DOB : 22/10/2000</b>  <b>Session : 2022-2024</b> </p> <div style="text-align: right; margin-top: 10px;">   <b>Chairman</b> </div> <p style="font-size: 8px; margin-top: 10px;">       Koustuv Technical Campus, Infocity Road,        Patia, Bhubaneswar-75, Ph: 0674-2740133,        Fax: 0674-2740828, www.koustuvgroup.ac.in     </p>	<div style="text-align: center; margin-bottom: 20px;"> <h3><u>ADDRESS</u></h3> <p><b>RUDRA PRASAD MANDAL</b>  <b>AT/PO-UPARBEDA,</b>  <b>DIST-MAYURBHANJ,</b>  <b>ODISHA-757050</b>  <b>6370580849</b></p> </div> <div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 20px;"> <b>Valid Period 2022-2024</b> </div> <div style="text-align: center;"> <h3><u>INSTRUCTIONS</u></h3> <ol style="list-style-type: none"> <li>1. This card is not transferable and must be produced on demand.</li> <li>2. Issue of the duplicate ID card will be made on payment of Rs.250/-</li> <li>3. It is mandatory to bring the ID card while you are in the institute.</li> </ol> </div>
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BIJU PATNAIK INSTITUTE OF  
INFORMATION TECHNOLOGY  
& MANAGEMENT STUDIES,  
BHUBANESWAR



SUMAN SOUVAGYA

Regn. No. : 2206258290

Batch : 2022-2024

Valid upto : 31st July 2024

Blood Group : O +ve

  
PRINCIPAL