

# ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade

Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

## 5.2.1 Sample Placement Offer Letters

**Academic Year 2017 - 18**

S. No.	Roll Number	Name of the Student	Name of the Employer	Page Number
1	15A95A0509	Puppala Prakash Naidu	Aptroid	1 - 3
2	14A91A04F1	Mogali Umadevi	Biztraction	4 - 5
3	14A91A04C4	Balla Srivani	Biznus Soft	6
4	15A91F0006	B Satya Sekhar Babu	Caddycode	7
5	14A91A04H3	T M G Bharadwaj	Caddycode	8
6	14A91A0411	Purnima Chittem	Capgemini	9 - 13
7	14A91A0417	Dileep Goli	Capgemini	14 - 15
8	14A91A0478	Gowri Lakshmi Venkata Padmavathi Kandula	Capgemini	16 - 20
9	14A91A04E0	Manvitha Hanumanthavajjula	Capgemini	21 - 24
10	14A91A04I1	Alla Avinash	Capgemini	25 - 26
11	14A91A04K7	Santhoshi Lakshmi	Capgemini	27
12	14A91A04K9	Thota Ramachandrarao	Capgemini	28 - 32
13	14A91A05A9	Vinay Mounika Ramayanam	Capgemini	33 - 37
14	14A91A05D8	Swetha Kalimahanthi	Capgemini	38 - 42
15	14A91A0594	Kuchibhotla Pavan Kumar	Capgemini	43 - 45
16	14A91A0528	Meruva Jyothsna	Capgemini	46 - 49
17	14A91A0446	Sanagani Varshitha	Capgemini	50 - 52
18	14A91A04J1	Kesana Phani Dhana Sri	Capgemini	53 - 56
19	14A91A04J2	Kommoju Prasanth Teja	Dream Step Software	57

S. No.	Roll Number	Name of the Student	Name of the Employer	Page Number
20	15A95A0437	Golamari Anjaneyareddy	Efftronics	58 - 60
21	14A91A04G8	Venkata Satish Puppala	Efftronics	61 - 62
22	15A95A0440	Harsha Vardhan Kanikella	Efftronics	63
23	14A91A05G4	Vegi Rajeswari	Efftronics	64 - 66
24	14A91A04L4	Velisetti Rama Lakshmi	ET Marlabs	67 - 68
25	14A91A0516	Srikanth Kantamaneni	GGK Tech	69
26	15A95A0505	Btha Lokeswara Rao	GGK Tech	70 - 71
27	14A91A04F7	Neti Kushita	HCL	72 - 73
28	14A91A0520	Kolluru Sai Bala Gayathri	HCL	74
29	14A91A0565	Atcha Aruna	HCL	75
30	14A91A0581	Grandhi Swetha Ratna	HCL	76
31	14A91A0423	Anupama Kanchustambham	Infosys	77 - 78
32	14A91A04E3	Akhila Kancharla	Infosys	79 - 82
33	14A91A04K8	Swapna Kumari Mahapatro	Infosys	83 - 86
34	14A91A04N1	Sri Latha Mediseti	Infosys	87
35	14A91A0574	Vigna Bharati Sowmya Dontabhaktuni	Infosys	88 - 92
36	14A91A05F0	Krishna Priya Patamsetti	Infosys	93
37	14A91A04I3	Akkireddy Suma Priyanka	Nagarro Software	94
38	14A91A04D3	Doddi Jagadeesh	Nandee Networks	95
39	15A95A0322	Kaki Khadga Gnan Eswar	Novel Patent Services	96
40	14A91A0503	Hari Durga Parvathi Badi	QSpiders	97
41	14A91A0452	Tatina Nirmala Kumari	Sentini Geo Sol	98
42	14A91A04I9	Gurlinka Siva Vikas	Sentini Geo Solutions	99
43	14A91A0323	K.Suneel	Surya Tech Solutions	100



S. No.	Roll Number	Name of the Student	Name of the Employer	Page Number
44	14A91A0363	B.Gana Sai Ram	Surya Tech Solutions	101
45	14A91A03E1	M.B.M.Manohar	Surya Tech Solutions	102
46	14A91A04C2	B.Ajay Swaroop	Surya Tech Solutions	103
47	14A9101A9	Tirumalasetty Venkata Satya Siva Lakshmi	Tata Projects	104 - 106
48	14A91A03A9	Siva Sankar Goru	Technovert	107 - 108
49	15A95A0508	Surya Bhagavan	Technovert	109 - 110
50	15A95A0517	Penugonda Venkata Sandhya Sri Harika	Technovert	111
51	14A91A0315	Ganji Anil Kumar	Techsosys	112
52	14A91A0332	Koyyana Swarna Venkata Padmavathi	Techsosys	113
53	14A91A0333	Mahendrada Vamsi Sravanth	Techsosys	114
54	14A91A0342	Raparthi Surendra	Techsosys	115
55	14A91A0522	P Satya Sai	Techsosys	116
56	14JG1A0526	Dayam Victoria	Techsosys	117
57	14A91A0567	Apoorva Bandi	Techsosys	118
58	14A91A0538	Pantham Vandana	Techsosys	119
59	14P31A03M7	Praveen Jha	Techsosys	120
60	15A95A0315	Vesalapu Satish	Techsosys	121
61	15A95A0325	Mohammad Thoufique Ahammad	Techsosys	122
62	14A91A04D4	Lakshmi Prasanna Duggirala	Valuemomentum	123 - 124
63	14A91A0157	Varadhi Jaya Sai Pavan Kumar	Wipro	125
64	14A91A0174	Chikkala Sirisha	Wipro	126
65	14A91A05E8	P Satya Veera Bhadra Sai Gangadhara Sarma	Wipro	127
66	14A91A0484	Lakkimsetty Kalki Naga Manikanta Gupta	Zenq	128
67	14A91A0493	Bhavya Mudunuru	Zenq	129

S. No.	Roll Number	Name of the Student	Name of the Employer	Page Number
68	14A91A04K1	Bindu Bhargavi P	Zenq	130
69	14A91A04A7	Sahukara Pushpa Latha	Zenus Group	131 - 133
70	14A91A0176	Chollangi Sai Venkat Chand	Zenus Group	134 - 135



## Contingency Offer Letter

February 27, 2018

**Prakash Naidu Puppala,**

**Dr.No : 17-11-11/2, Revenue Colony, 5th Street,  
Near Sambhamurthy Nagar, Kakinada, East Godavari District,  
Andhra Pradesh - 533001.**

Dear Puppala,

Congratulations! We are impressed with your performance in interview with us and the information provided by you in your employment application and during selection process. We are pleased to offer you employment with us as **Project Associate**. Your commencing remuneration will be INR. **240000 CTC** (Cost-To-Company) per annum.

This offer is valid for 2 days and stands nullified, if you do not confirm the acceptance of our offer letter within this validity period. If you accept our offer, please sign second copy of this letter as confirmation of your willingness to join, and provide us the date of joining within the validity period. Aptroid Consulting (India) Pvt Ltd. may revoke this contingency offer letter, at any time with or without written notice for any lawful reason. When you join us, you have to submit the required documents as per the annexure and sign the employment agreement. Your appointment is subject to verification of references, submission of all documents, and veracity of information provided by you.

Prior to your acceptance, HR Partner will provide you copies of employment agreement, salary structure and appointment terms. HR Partner and Delivery Head will also orient you about organization, its expectations about your deliverables and provide clarifications for any queries you might have. This offer will become valid only after your certify that you have been provided with all information about the employment you might be required / want to know.

We look forward to welcoming you to Aptroid Consulting.

Sincerely,

Date of Joining:

*A. Narasimha*  
**Narendra Amarineni**  
Vice President - Operations

**Prakash Naidu Puppala**  
Date:

Encl: Required Documents List



*SV*  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPalem - 533 437**



## SALARY STRUCTURE

**Designation : Project Associate**

**Skill Level/ Grade: RC 4-3/ Team Member**

CTC Per Annum	240,000
Performance Incentive	
Meal Card Opt-in +	No
Base Per Month MBC + Retirals	Base per Annum ABC + Retirals
20000	240,000

! Components in Salary structure are indicative and as applicable at this point of time. Components within base compensation might change. However, there won't be any change in the sub totals of base compensation, incentive and total of CTC.

+ Meal Card (food coupons) applicable at this point of time for those monthly base compensation is equal or higher than INR 50,000 PM at their option. It is part of the CTC.

# Additional benefits and not part of CTC and applicable as per company policy

!Components	Monthly	Annual
Basic	8,000	96,000
HRA	3,200	38,400
Conveyance	1,600	19,200
Special Allowance	3,092	37,104
Exgratia	667	8,004
Medical Reimbursement	1,250	15,000
Meal Card +	-	-
<b>Base Compensation (MBC / ABC)</b>	<b>17,809</b>	<b>213,708</b>
PF Company contribution		11,520
ESI		10,152
Gratuity		4,618
<b>Retirals Total</b>		<b>26,290</b>
<b>Gross Salary (base comp - meal card)</b>	<b>17,809</b>	<b>239,998</b>
Less PF Employee Contribution	960	
Less Professional Tax	150	
Less ESI	312	
TDS*		
*Based on your investments		
<b>Net Salary</b>	<b>16,387</b>	
<b>! Base (BC + Retirals)</b>	<b>20,000</b>	<b>239,998</b>

### Benefits

# Policy	Entitlement	Coverage-(INR)
Mediclaim – Health Insurance	You, Your Spouse & Your Children	250,000
Personal Accident Insurance	You	200,000
Life Insurance	You	427,416



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



### Declaration of Clarity

#### **The Vice President-Operations**

Plot No 573 – M- III, II – V Floors,

Sri Ram Chandra Arcade,

Jubilee Hills, Film Nagar, Hyderabad, Telangana 500033

Dear Sir,

#### **Declaration of clarity of employment aspects during recruitment process**

With respect to your offer of employment with your organization as per contingency offer letter dated \_\_\_\_\_, I was explained the following aspects during my selection process by HR team and the delivery head.

1. My role and expectations are explained to me.
2. My remuneration is agreed at cost to the company but not at gross/ net or any other terms.
3. I have been given access to employment agreement, appointment terms and current salary structure at the time of offer.
4. I am aware that I need to agree to sign the employment agreement in the event of my acceptance of the offer.
5. I am aware that verbal assurances or implicit promises which are contrary to written communication will not be applicable for probation completion, promotions, salary revisions, internal transfers, etc with respect to specific time frame and amount.
6. I am aware that I have to acquire the required knowledge to take up my responsibilities with efficiency. I am aware that I will be provided formal training to acquire the required knowledge at the time of joining and will not be deemed fit for work allocation till I get certified. Further, I am also aware that from time to time, I have to attend training programs that equip me with requisite skills and get certified.
7. I am aware that my prospects in the organization which are discussed during selection process are meant for generic direction. I am aware that these possibilities are based on my performance and not as a promise with a specific date.
8. I am aware that annual salary reviews will generally happen in the month of April which are not automatic with respect to any amount and are based on performance.
9. I am also aware that my commencing remuneration and subsequent salary revisions, if any, are confidential and not to be shared with anybody who are not involved in the process except for legal and financial agencies.
10. I am aware that the joining bonus will attract the applicable taxes and relocation expenses will be reimbursed upon submission of the completed Relocation Assistance Form along with supporting documentation.
11. I am aware that the joining and relocation bonus will be processed as part of my first month's payroll and I am also aware that I have obligation to repay the entire amount of my joining and relocation bonus if I resign my position or are terminated for cause by the Company within 6 months of my start date.
12. I am aware that I have right to demand for any assurances made by anybody on behalf of the organization during the selection process to be recorded and provide the same to me. Further, I am aware that I can demand for all information I am required to know about the employment.
13. I am aware that I might have to work beyond work hours / times to meet business exigencies. Further I am also aware that I have to work in shifts that include night shift for which timings will be decided by my supervisor as per requirement.

I have completely understood and I am in total agreement with the above.

Yours truly,



20/✓  
PRINCIPAL

ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



Dear **Mogali Umadevi**,

Congratulations!! We are happy to inform that you have been selected as **Graduate Engineer Trainee** at Biztraction Logistics Pvt Ltd for a period of 6 months on the following terms and conditions:

Your stipend during training period would be Rupees 6000 (six thousand) per month. You are required to report on 20<sup>th</sup> November 2017 and the working hours would be 9:00 Am - 5:00 pm, 6 days a week from Mon-Sat. Leave of absence would not be permitted except for personal contingencies or for academic requirements informed to us by your College authorities. During the initial training period you would be operating from our office near Kakinada.

During the training period either party can terminate this arrangement by giving one-month notice or pay without assigning any reasons.

This offer is valid for Training period and an official confirmation of your appointment would be communicated to you, subject to availability of vacancy and your performance during the training period and completion of your academics successfully.

Your duties during training will include efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As a trainee of this Company, you will maintain a high standard of loyalty, efficiency, integrity.

The Management will be within its rights to transfer you during training where the company has an office.

You will devote your whole time and attention to the interest of the Company during training period and will not engage yourself in any other work.

During the course of training you will come to know about the business strategy, plans and other sensitive information. You must not divulge any such information relating to business to general public or competitors and any violation would be viewed seriously and all damages would be recovered from you in addition to initiating legal action.

During the training period, you shall not violate laws of the land.

Your appointment is being made on the basis of your particulars such as qualifications etc. as given by you in your application and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or payment in lieu thereof.



  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437



Your address, as indicated in your application for appointment, shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you.

In case there is any change in your residential address, you will intimate the same in writing within three days from the date of such change and get such change of address recorded.

You will be bound by the rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your terms of employment.

Please communicate your acceptance to this offer on or before 10<sup>th</sup> November 2017.

Please report to Jaya Mantha for your document verification and orientation on 20<sup>th</sup> November 2017 at 9:00 Am. Please carry your SSLC, Intermediate and Degree certificates, Aadhar and PAN card with you for verification.

We are confident you would be able learn and contribute during training period.

Regards,

Jaya Mantha

Manager Business Excellence.

Biztraction Logistics Pvt Ltd

**I hereby accept & abide by the Terms & Conditions.**



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



sri vani balla &lt;23srivani@gmail.com&gt;

**Job Offer - Ms.Balla Sri Vani - Jr.Salesforce Developer**

Iftekhar Ahmed <iftekhar@biznussoft.com>  
To: 23srivani@gmail.com

Wed, Jan 17, 2018 at 8:54 PM

Dear **Ms.Balla Sri Vani,**

Congratulations!

With reference to your application and subsequent to the discussion we had - We are pleased to offer you the position as **"Jr.Salesforce Developer"** at our IDC Office, Hyderabad. And your date to joining will be on or before **1st June 2018**.

Your compensation will be **Rs.1,20,000** (One Lakh Twenty Thousand Only) CTC per annum (Including applicable taxes and all other statutory provisions/deductions). Appointment Letter (Hard Copy) will be issued to you on the day of your reporting.

**This offer is valid subject to your consent for signing a 1 Years of Contract with BiznusSoft.**

On the date of joining, please bring the following documents for verification / submission:

1. Original and copies of educational certificates and mark sheets
2. Relieving letter and experience certificate from previous employer[s]
3. Four passport size coloured photographs
4. Latest salary slip from previous employer
5. Aadhaar Card Copy
6. Photocopy of Pan card
7. Photocopy of Passport

We take this opportunity of welcoming you to BiznusSoft family for a long and beneficial association and invite you to participate in the enriching experience of building the organisation towards greater heights of achievements and success.

Regards,

Iftekhar Ahmed  
Manager - Human Resource  
BiznusSoft Solutions Private Limited | www.biznussoft.com  
M: 0091-9581391714 | E: iftekhar@biznussoft.com



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437



**Intent Letter**

**Date: 09 January 2018**

**To**

**B Satya Sekhar babu,**

**Dear Mr. Sekhar,**

It was great meeting with you and we are pleased to let you know that we intend to hire you as a Intern, with a starting date for employment within the next month.

As **Intern**, you will be in a Training period of 3 months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at **CaddyCode Solutions Pvt Ltd** is dependent on your successful completion of the Training Period.

Please return a signed copy of this letter as a token of your acceptance of the offer on or before 15 January 2018.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutual challenging and rewarding

For any future questions, feel free to call us 044-43177778 or send us email to [hr@caddycode.in](mailto:hr@caddycode.in)

**Yours Truly,  
Mastan Vali Shaik  
Director**

**Accepted & Agreed,  
Signature:**

**Name:  
Date:**

**CaddyCode Solutions Pvt.Ltd**  
3rd Cross St, Phase-2, Thirumalai Nagar Annexe,  
Perungudi, Chennai, Tamil Nadu 600096



  
**PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437**

**Intent Letter**

**Date: 09 January 2018**

To

**T M G Bharadwaj,**

**Dear Mr. Bharadwaj,**

It was great meeting with you and we are pleased to let you know that we intend to hire you as a Intern, with a starting date for employment within the next month.

As **Intern**, you will be in a Training period of 3 months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at **CaddyCode Solutions Pvt Ltd** is dependent on your successful completion of the Training Period.

Please return a signed copy of this letter as a token of your acceptance of the offer on or before 15 January 2018.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutual challenging and rewarding

For any future questions, feel free to call us 044-43177778 or send us email to [hr@caddycode.in](mailto:hr@caddycode.in)


Yours Truly,  
**Mastan Vali Shaik**  
Director

**Accepted & Agreed,**  
Signature:

Name:  
Date:



**CaddyCode Solutions Pvt.Ltd**  
3rd Cross St, Phase-2, Thirumalai Nagar Annexe,  
Perungudi, Chennai, Tamil Nadu 600096

  
**PRINCIPAL**  
**Aditya Engineering College**  
**SURAMPALEM**

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1384491 /176576,

05/10/2018,

**PurnimaChittem**

D.no 5-72, Station Road, Annavaram,, East Godavari District, Andhra Pradesh,, East Godavari , Andhra Pradesh ,  
India

Confidential

Dear Purnima Chittem,

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 **05/16/2018** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/ A4**

B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

2 ✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 53



Page 4 of 23

# Annexure - A

Purnima Chittem

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	Rs.17,092.00	Rs. 205,104.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		Rs.223,380.00
Total Cash Compensation		Rs. 223,380.00
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		Rs. 240,001.00

# Annexure - B

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 4



Page 5 of 23



Purnima Chittem

Analyst

Total Cost to Company (CTC).

Rs.315001.0

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
Gross monthly salary	Rs.24154.0	Rs.289848.0
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
Total Fixed Compensation		Rs.308124.0
Total Cash Compensation		Rs.308124.0
Benefits		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
Total Cost to Company		Rs.315001.0

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



Page 6 of 23

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone 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.
4. 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.
5. 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. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) 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.



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



Jaideep Chavan  
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: Purnima Chittem

Date: 05/10/2018

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

Page 11 of 23

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

Page 13





Capgemini Technology Services India Limited No.14,  
Rajiv Gandhi Infotech Park, Hinjawadi Phase III,  
MIDC - SEZ, Village Man, Taluka Mulshi,  
Pune- 411 057, Maharashtra,  
India Tel: +91.20.6699 1000 | Fax: +91.20.6699 5050  
www.in.capgemini.com

April 19, 2021

**Name :** Dileep Goli  
**Employee ID :** 150502

Dear **Dileep,**

In continuation to the earlier communication, please find below the details of your revised compensation for 2021 effective April 01, 2021.

Total Fixed Compensation	Variable Compensation	Total Cash Compensation
INR 541,765	INR 0	INR 541,765

A break-up of your revised compensation is detailed in the **Annexure 1**. We recommend you to go through the Compensation Policy and OAAR Video to have more clarity on your salary structure.

Thank you once again for your efforts and dedication. Congratulations and wishing you a happy and rewarding career with Capgemini!

With Best wishes,  
For Capgemini Technology Services India Limited

**Pallavi Tyagi**  
**CHRO Capgemini India**

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPAL - 50





April 19, 2021

**Name :** Dileep Goli  
**Employee ID :** 150502

## ANNEXURE 1

Components	Amount in INR (per annum)
Basic	189,618
House Rent Allowance	113,771
Other Allowance & Reimbursements - 1	92,009
Other Allowance & Reimbursements - 2	76,704
Advanced Statutory Bonus	37,788
Capgemini contribution of PF	22,754
Gratuity (Accrual only)	9,121
<b>Total Fixed Compensation</b>	<b>541,765</b>
<b>Total Cash Compensation</b>	<b>541,765</b>
Insurance Premium (Mediclaime, Personal Accident, Group Term Life)	7,802
<b>Total Cost To Company</b>	<b>549,567</b>

Please further note that you shall continue to be bound by all Capgemini Policies and all provisions of employment contract including but not limited to provisions of confidentiality, non-compete, non-solicitation, compliance to notice period requirement, protection of Intellectual Property of company, Code of business ethics, ISMS policy manual etc.

Your compensation details are strictly personal and confidential and should not be disclosed to others. For more clarity on your salary structure you can check the following link: Compensation Policy

**Pallavi Tyagi**  
**CHRO Capgemini India**

✓

**PRINCIPAL**  
**ADITYA ENGINEERING CO**  
**SURAMPALAM - 533 457**

## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1385359 /176674,

05/07/2018,

Gowri Lakshmi Venkata PadmavathiKandula  
4-19-48/1, SRIKANYA APARTMENT,, SRINAGAR-3rd LINE, MANDAPETA, A.P, MANDAPETA ,  
India

Confidential

Dear Gowri Lakshmi Venkata Padmavathi Kandula,

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 05/16/2018 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Analyst/ A4

B) You will be required to work at the Company's offices in location Mumbai

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only). Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only). Please refer Annexure -B for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

21/7  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 505 001

ADITYA ENGINEERING COLLEGE  
SURAMPalem - 505 001

Page 4 of 23

# Annexure - A

Gowri Lakshmi Venkata Padmavathi  
Kandula

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	Rs.17,092.00	Rs. 205,104.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		Rs.223,380.00
Total Cash Compensation		Rs. 223,380.00
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		Rs. 240,001.00

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 50



Page 5 of 23



## Annexure - B

Gowri Lakshmi Venkata Padmavathi  
Kandula

Analyst

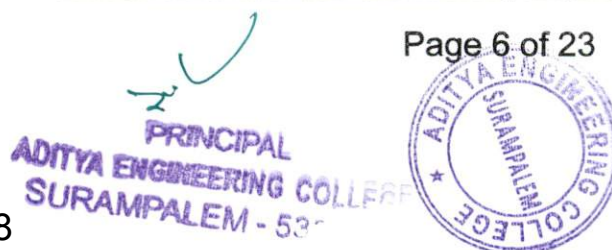
Total Cost to Company (CTC).

Rs.315001.0

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
Gross monthly salary	Rs.24154.0	Rs.289848.0
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
Total Fixed Compensation		Rs.308124.0
Total Cash Compensation		Rs.308124.0
Benefits		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
Total Cost to Company		Rs.315001.0

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and

Page 6 of 23



Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone 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.
  4. 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.
  5. 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. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) 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

Page 7 of 23

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 533 427

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



Jaideep Chavan  
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: Gowri Lakshmi Venkata Padmavathi Kandula

Date: 05/07/2018

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437







Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
Plant No. 2, Gate No. 2, Block C, 1st to 5th Floor,  
Block B 3rd and 6th Floor, Godrej IT Park,  
Godrej & Boyce Mfg Co Ltd. Pirojshanagar,  
LBS Marg, Vikhroli (West),  
Mumbai - 400079, Maharashtra, India.  
Tel: + 91 22 6686 0500  
www.capgemini.com/in-en

### EMPLOYMENT OFFER LETTER

Capgemini Ref: 1384376 /176669,

05/09/2018,

Sri Manvitha Hanumanthavajjula  
85-16-7, ALL BANK COLONY,, V.L PURAM, RAJAHMUNDRY, 533103, RAJAHMUNDRY , ,  
India

### Confidential

Dear Sri **Manvitha Hanumanthavajjula,**

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 **05/16/2018** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/ A4**
- B) You will be required to work at the Company's offices in location **Mumbai**
- C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533

## Annexure - A

Sri  
Manvitha Hanumanthavajjula

Analyst

Total Cost to Company (CTC).

**Rs.240,001.00**

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	<b>Rs.17,092.00</b>	<b>Rs. 205,104.00</b>
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		<b>Rs.223,380.00</b>
Total Cash Compensation		<b>Rs. 223,380.00</b>
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		<b>Rs. 240,001.00</b>

  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437







## Annexure - B

Sri  
Manvitha Hanumanthavajjula

Analyst  
Total Cost to Company (CTC).

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
<b>Gross monthly salary</b>	<b>Rs.24154.0</b>	<b>Rs.289848.0</b>
<b>Statutory payments ++</b>		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
<b>Total Fixed Compensation</b>		<b>Rs.308124.0</b>
<b>Total Cash Compensation</b>		<b>Rs.308124.0</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
<b>Total Cost to Company</b>		<b>Rs.315001.0</b>

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437





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

Jaideep Chavan  
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: Sri Manvitha Hanumanthavajjula

Date: 05/09/2018

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437



## Fwd: Offer Letter

---

**From:** Alla Avinash [allaavinash0078@gmail.com](mailto:allaavinash0078@gmail.com)  
**To:** G Ajay Sankar [ajaysankar.g@aec.edu.in](mailto:ajaysankar.g@aec.edu.in)  
**Sent:** Monday, 28 November, 3:06 pm

—— Forwarded message ——

**From:** Alla Avinash <[allaavinash007@gmail.com](mailto:allaavinash007@gmail.com)>  
**Date:** Mon, 26 Jul 2021 at 11:34 AM  
**Subject:** Fwd: Offer Letter  
**To:** Alla Avinash <[allaavinash0078@gmail.com](mailto:allaavinash0078@gmail.com)>

—— Forwarded message ——

**From:** Capgemini <[auto.noreply@capgemini.com](mailto:auto.noreply@capgemini.com)>  
**Date:** Wed, May 9, 2018 at 2:09 PM  
**Subject:** Offer Letter  
**To:** Alla Avinash <[allaavinash007@gmail.com](mailto:allaavinash007@gmail.com)>  
**Cc:** Sneha <[sneha.jilkara@capgemini.com](mailto:sneha.jilkara@capgemini.com)>



Dear Alla,

We are pleased to extend to you an offer for a **Analyst** at Capgemini.

On behalf of Capgemini Group we hope you accept our offer and look forward to you joining us.

Please take some time to review the offer and onboarding documentation on our portal (Link below). Please inform us directly on the portal of your decision within the next 7 calendar days.

If you would like to accept this offer, there are some important steps, set out below.

- Review the offer and contract of employment on our portal by accessing the link below.

  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM**



- To accept your offer you can follow the steps in the portal
- Once you have entered the Portal, select Options, then My Offers to accept the offer you have received

Please login to the [Careers Site](#).

Username: [allaavinash007@gmail.com](mailto:allaavinash007@gmail.com)

Password: Click [here](#) to reset your password (Please use this option if you forgot your password)

Should you have any questions, please contact Sneha Jilkara.

Regards,

HR Team

Connect with Capgemini:



Connect with Sogeti:



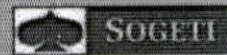
With offices in more than 40 countries, Capgemini is proud to represent nearly 130 nationalities and its cultural diversity. Our holistic definition of diversity extends beyond gender, gender identity, sexual orientation, disability, ethnicity, race, age and religion. Capgemini views diversity as everything that makes us who we are as an organization, including our social background, our experiences in life and work, our communication styles and even our personality. These dimensions contribute to the type of diversity we value the most: diversity of thought.

*Handwritten signature*

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



Capgemini



#LifeAtCapgemini

#LifeAtSogeti



Dear **Santhoshi Lakshmi**,

We are pleased to extend to you an offer for a **Analyst** at Capgemini.

On behalf of Capgemini Group we hope you accept our offer and look forward to you joining us.

Please take some time to review the offer and onboarding documentation on our portal (Link below).  
Please inform us directly on the portal of your decision within the next 7 calendar days.

If you would like to accept this offer, there are some important steps, set out below.

- Review the offer and contract of employment on our portal by accessing the link below.
- To accept your offer you can follow the steps in the portal
- Once you have entered the Portal, select Options, then My Offers to accept the offer you have received

Please login to the Careers Site.

Username: **santhoshi141997@gmail.com**

Password: Click here to reset your password (Please use this option if you forgot your password)

Should you have any questions, please contact Sudha Singh.

Regards,

HR Team

Connect with Capgemini:



Connect with Sogeti:



With offices in more than 40 countries, Capgemini is proud to represent nearly 130 nationalities and its cultural diversity. Our holistic definition of diversity extends beyond gender, gender identity, sexual orientation, disability, ethnicity, race, age and religion. Capgemini views diversity as everything that makes us who we are as an organization, including our social background, our experiences in life and work, our communication styles and even our personality. These dimensions contribute to the type of diversity we value the most: diversity of thought.

*Sul*  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 447



EMPLOYMENT OFFER LETTER

Capgemini Ref: 1385879 /176438,

05/07/2018,

ThotaRamachandrarao

D no: 3-7, Navara, Samalkot mandal,,AP,AP ,  
India

Confidential

Dear **Thota Ramachandrarao,**

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 05/16/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/ A4**
- B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

  
Page 4 of 23

# Annexure - A

Thota Ramachandrarao

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	Rs.17,092.00	Rs. 205,104.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		Rs.223,380.00
Total Cash Compensation		Rs. 223,380.00
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		Rs. 240,001.00

# Annexure - B

20/11



Page 5 of 23

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 522 201

Thota Ramachandrarao

Analyst

Total Cost to Company (CTC).

Rs.315001.0

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
Gross monthly salary	Rs.24154.0	Rs.289848.0
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
Total Fixed Compensation		Rs.308124.0
Total Cash Compensation		Rs.308124.0
Benefits		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
Total Cost to Company		Rs.315001.0

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Page 6 of 23

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

ADITYA ENGINEERING COLLEGE  
SURAMPALEM



Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone 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.
  4. 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.
  5. 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. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) 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.

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



Page 7 of 23

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



Jaideep Chavan  
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: Thota Ramachandrarao

Date: 05/07/2018

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

Page 11 of 23

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 533 437



EMPLOYMENT OFFER LETTER

Capgemini Ref: 1385714 /176433,

05/07/2018,

Vinay Mounika Ramayanam

D no: 3-144, yenugu veedhi Kirlampudi, East Godavari, Andhra Pradesh, East Godavari ,  
India

Confidential

Dear **Vinay Mounika Ramayanam**,

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 05/16/2018 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Analyst/ A4**
- B) You will be required to work at the Company's offices in location **Bangalore**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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



**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM - 533 437**

Page 4 of 23



# Annexure - A

Vinay Mounika Ramayanam

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	Rs.17,092.00	Rs. 205,104.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		Rs.223,380.00
Total Cash Compensation		Rs. 223,380.00
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		Rs. 240,001.00

# Annexure - B

  
 PRINCIPAL  
 ADITYA ENGINEERING COLLEGE  
 SURAMPALAM - 533 437



Vinay Mounika Ramayanam

Analyst

Total Cost to Company (CTC).

Rs.315001.0

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
Gross monthly salary	Rs.24154.0	Rs.289848.0
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
Total Fixed Compensation		Rs.308124.0
Total Cash Compensation		Rs.308124.0
Benefits		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
Total Cost to Company		Rs.315001.0

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.



Si ✓  
PRINCIPAL

ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

Page 6 of 23

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone 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.
4. 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.
5. 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. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) 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.

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437





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



Jaideep Chavan  
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: Vinay Mounika Ramayanam

Date: 05/07/2018

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

✓  
PRINCIPAL  
ADITYA ENGINEERING CO.  
SURAMPALAM - 50

Page 11 of 23



## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1385461 /176646,

05/03/2018,

SwethaKalimahanthi

Beside Vinayaka Temple,,Near YJUNCTION,RAJAHMUNDRY,RAJAHMUNDRY ,  
India

Confidential

Dear Swetha Kalimahanthi,

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 05/16/2018 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Analyst/ A4

B) You will be required to work at the Company's offices in location Mumbai

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only). Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only). Please refer Annexure -B for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533



Page 4 of 23

# Annexure - A

Swetha Kalimahanthi

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	Rs.17,092.00	Rs. 205,104.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		Rs.223,380.00
Total Cash Compensation		Rs. 223,380.00
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		Rs. 240,001.00

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 533 457



Page 5 of 23



# Annexure - B

Swetha Kalimahanthi

Analyst

Total Cost to Company (CTC).

Rs.315001.0

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
Gross monthly salary	Rs.24154.0	Rs.289848.0
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
Total Fixed Compensation		Rs.308124.0
Total Cash Compensation		Rs.308124.0
Benefits		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
Total Cost to Company		Rs.315001.0

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

Page 6 of 23

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

**Notes:**

1. The payroll processing will be as per Company policy notified from time to time.
2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone 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.
4. 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.
5. 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. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- \*\* This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) 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

  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM - 533 437**



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



Jaideep Chavan  
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: Swetha Kalimahanthi

Date: 05/03/2018

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



Page 11 of 23





Capgemini Technology Services India Limited  
Plant 2, 'C' Wing, 1<sup>st</sup> Floor, Godrej IT Park,  
Godrej & Boyce Compound, Gate No. 2,  
L.B.S. Marg, Pirojshanagar, Vikroli (West),  
Mumbai-400 079, Maharashtra, India.  
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066  
www.capgemini.com

**Date: 12/1/2017**

**Ref No: HR/Campus/201820121**

**Mr. Kuchibhotla Pavan Kumar**  
**Aditya Engineering College**

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

Dear Kuchibhotla,

With reference to your interview conducted by us at Aditya Group of Institutions, Kakinada, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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 subject to 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 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.

  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 535 127



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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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

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

**Sayyad Asad Kadri**  
**Senior Director – Recruitment**

  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM - 533 437**





## ANNEXURE 1

**Kuchibhotla Pavan Kumar**

**Analyst and A4**

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 2,40,000/- (Rupees Two Lakhs Forty Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**Sayyad Asad Kadri**  
**Senior Director – Recruitment**

**Signature:** \_\_\_\_\_  
**Candidate Name:** Kuchibhotla Pavan Kumar  
**Date:** \_\_\_\_\_

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437





## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1384143 /176662,

05/08/2018,

JyothsnaMeruva

66-3-10/1,PANDURANGADU STREET,,NARSANNA NAGAR,KAKINADA,KAKINADA ,  
India

Confidential

Dear **Jyothsna Meruva**,

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 05/16/2018 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/ A4**

B) You will be required to work at the Company's offices in location **Mumbai**

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be **INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only)**. Please refer **Annexure-A** for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only)**. Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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

  
PRINCIPAL  
ADITYA ENGINEERING  
SURAMPALAM

  
Page 4 of 23

# Annexure - A

Jyothsna Meruva

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	Rs.17,092.00	Rs. 205,104.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		Rs.223,380.00
Total Cash Compensation		Rs. 223,380.00
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		Rs. 240,001.00

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 1



Page 5 of 23

# Annexure - B

Jyothsna Meruva

Analyst

Total Cost to Company (CTC):

Rs.315001.0

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
Gross monthly salary	Rs.24154.0	Rs.289848.0
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
Total Fixed Compensation		Rs.308124.0
Total Cash Compensation		Rs.308124.0
Benefits		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
Total Cost to Company		Rs.315001.0

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.

Page 6 of 23

  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM**



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



Jaideep Chavan  
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: Jyothsna Meruva

Date: 05/08/2018


EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

Page 11 of 23





Capgemini Technology Services India Limited  
Plant 2, 'C' Wing, 1<sup>st</sup> Floor, Godrej IT Park,  
Godrej & Boyce Compound, Gate No. 2,  
L.B.S. Marg, Pirojshanagar, Vikroli (West),  
Mumbai-400 079, Maharashtra, India.  
Tel: +91.22.6686 0500 | Fax: +91.22.6755 7066  
www.capgemini.com

**Date: 12/1/2017**

**Ref No: HR/Campus/201820125**

**Ms. Sanagani Varshitha**  
**Aditya Engineering College**

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

Dear Sanagani,

With reference to your interview conducted by us at Aditya Group of Institutions, Kakinada, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** 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 subject to 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 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.

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 533 437





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 or such other extended period as Capgemini deems fit.
3. You may be required to undergo classroom training for a duration which will be purely based on business requirements. During the training period, your performance will be evaluated periodically.

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

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

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

**Sayyad Asad Kadri**  
**Senior Director – Recruitment**

*Principal*

PRINCIPAL

ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437





## ANNEXURE 1

**Sanagani Varshitha**

**Analyst and A4**

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 2,40,000/- (Rupees Two Lakhs Forty Thousand only)**. Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will be revised to **INR 3,15,000/- (Rupees Three Lakhs Fifteen Thousand only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**Sayyad Asad Kadri**  
**Senior Director – Recruitment**

**Signature:** \_\_\_\_\_  
**Candidate Name:** Sanagani Varshitha  
**Date:** \_\_\_\_\_

✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 401



## EMPLOYMENT OFFER LETTER

Capgemini Ref: 1384751 /176444,

05/07/2018,

Phani DhanasriKesana

11-7-11/1, powerhouse street, ramarao pet,kakinada,kakinada ,  
India

Confidential

Dear Phani Dhanasri Kesana,

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 05/16/2018 (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be Analyst/ A4

B) You will be required to work at the Company's offices in location Bangalore

C) On joining you will be under probation for 6(six) months from the date of joining. During this period your all-inclusive Annual target compensation (on a cost to company basis) will be INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only). Please refer Annexure-A for details. Subsequent to your successful completion of training and probation after six months from your date of joining, your all-inclusive annual target compensation (on a cost to company basis) will be revised to INR 315001.0 (Rupees Three Lakhs Fifteen Thousand and One only). Please refer Annexure -B for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at source at the time of making payment.

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



20/7/18 ✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

Page 4 of 23

# Annexure - A

Phani Dhanasri Kesana

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,057.00	Rs 108,684.00
House Rent Allowance	Rs. 4,529.00	Rs 54,348.00
Other Reimbursements & Allowances#	Rs. 1,695.00	Rs.20,340.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,811.00	Rs. 21,732.00
Gross monthly salary	Rs.17,092.00	Rs. 205,104.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,087.00	Rs.13,044.00
Gratuity (accrual only)		Rs.5,232.00
Total Fixed Compensation		Rs.223,380.00
Total Cash Compensation		Rs. 223,380.00
Benefits		
Medical, Accident & Life Insurance Premium	Rs.573.00	Rs. 6,877.00
Capgemini contribution to ESI	Rs.812.00	Rs.9,744.00
Total Cost to Company		Rs. 240,001.00

# Annexure - B



26/ ✓  
 Page 5 of 23  
 PRINCIPAL  
 ADITYA ENGINEERING COLLEGE  
 SURAMPALEM - 533 437



Phani Dhanasri Kesana

Analyst

Total Cost to Company (CTC).

Rs.315001.0

Monthly Components	Per Month	Annualized
Basic	Rs.9057.0	Rs.108684.0
House Rent Allowance	Rs.4529.0	Rs.54348.0
Other Reimbursements & Allowances#	Rs.8757.0	Rs.105084.0
Personal Allowance	Rs.0.0	Rs.0.0
Advanced Statutory Bonus	Rs.1811.0	Rs.21732.0
Gross monthly salary	Rs.24154.0	Rs.289848.0
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1087.0	Rs.13044.0
Gratuity (accrual only)	Rs.436.0	Rs.5232.0
Total Fixed Compensation		Rs.308124.0
Total Cash Compensation		Rs.308124.0
Benefits		
Medical, Accident & Life Insurance Premium		Rs.6877.0
Capgemini contribution to ESI		Rs.0.0
Total Cost to Company		Rs.315001.0

# You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the Other Allowance and Reimbursements FAQ and Claim Forms.



20/05/2024  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

Page 6 of 23

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



Jaideep Chavan  
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: Phani Dhanasri Kesana

Date: 05/07/2018

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



20 Page 11 of 23  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

December 28, 2017

**Kommoju Prasanth Teja**  
Rajahmundry.

RE: LETTER OF OFFER OF EMPLOYMENT for Internship – **Associate Software Engineer**

Dear Mr. Prasanth Teja,

Following our recent discussions we are delighted to offer you Internship for the position of Associate Software Engineer with our organization. As a member of our organization team, 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 products, 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 our ability and potential.

The following points outline terms and conditions we are proposing.

Title	: Associate Software Engineer
Start Date	: January 2 <sup>nd</sup> 2018
Salary	: Rs 96,000/- PA (During Internship)
	: Rs 1,20,000/- PA (After Internship )
Hours of work	: 9 hours
Employment Commitment	: 2 years

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 the Date of Joining our Organization.

For Dreamstep Software Innovations Pvt Ltd

Srivalli Mulagada  
HR Manager



  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



**EFFTRONICS SYSTEMS PVT. LTD.**

40-15-9, Brundavan Colony, Vijayawada-520 010, AP. INDIA

☎ : +91 (866) 246-6675, 249-3375, Fax: +91 (866) 247-4097

e-mail: info@efftronics.com Website: www.efftronics.com

EFF/HRD/18-19/OFF-CS/054

Date: 15-MAR-18

To

Mr. **GOLAMARI ANJANEYA REDDY**,  
S/O GOLAMARI GALI REDDY,  
D NO: 6-22,  
BHUPATHI PALLI,  
MARKAPUR MANDAL,  
PRAKASAM DT,  
ANDHRA PRADESH.



Dear Mr. GOLAMARI ANJANEYA REDDY,

Subject: Provisional Offer Letter as a Solution **Support Engineer** in Customer Support Department

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of Trainee in Efftronics Systems Pvt Ltd.

Your Scheduled date of joining will be in first week of **JUNE-2018 (Tentatively)**.

Herewith, we include the Terms & Conditions of your appointment. After reading the terms & conditions, you are required to return this Offer of Appointment duly signed by you and your parents.

We welcome you to Efftronics family, looking forward for a long and mutually benefited association.

With Regards,  
For Efftronics Systems Pvt Ltd,

T. B. Sankar  
(T BHAVANI SANKAR)  
VICE-PRESIDENT



Verified by

*[Signature]*  
Spuithi D

*[Signature]*  
PRINCIPAL  
Aditya Engineering College  
SURAMPALAM

Mfrs: Networking Data Loggers and LED Displays

Developers: Embedded Systems, Software



"R&amp;D" Recognised by DSIR, Govt. of India

A PRODUCT DEVELOPMENT COMPANY

An ISO 9001:2008 Company

**The Terms and Conditions of this offer are:**

1. Your Training period would be for a **Maximum of Forty Five days** starting from **the schedule date of joining**, and you will be designated as **"Trainee"** till the completion of your Training period.
2. You are required to serve the company for a period of **TWO YEAR SIX MONTHS** excluding the Training period.
3. You are required to submit all your **Original Academic Certificates on the date of Joining** and would be held with the company till the completion of your service agreement.
4. You are required to complete all the assignments given in the training period within the stipulated time period. In case of your inability to complete the given task; you will be dropped from the training.
5. If your training period extends on administration grounds, extension of training depends on the discretion of management.
6. You are eligible for a stipend of **Rs. 4,000/- per month** during the training period and after the successful completion of Training, your starting gross salary would be **Rs.9,320/- per month**, depending on your performance during the training.
7. Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of Efftronics Systems Pvt. Ltd., as applicable to you and the changes therein from time to time.
8. As per the General Services Rules, you are entitled to **one casual leave per month and other public holidays**.



**Separation:**

9. If the Trainee fails to prove himself/herself during the Training period, the company has every right to terminate him/her at that stage itself.
10. If the Trainee wants to leave or discontinue the Training Voluntarily then he/she has to pay **Recruitment cost and Training cost** on pro-rate basis to the company.



*[Signature]*  
**PRINCIPAL**  
Aditya Engineering College  
SURAMPALAM

Page 2 of 3

Verified by

*[Signature]*  
Spuathi.D

11. At any time during the Training, if the Trainee is found to be **will fully non- performer** or guilty of fraud, dishonest, disobedient, disorderly behavior, negligence, indiscipline, prolonged absence from duty without permission or any other conduct considered by us which affects the company's interest, your Training will be suspended at that stage itself, and the company has every right to recover the damages of training cost from you for the above said acts.
12. A detailed letter of Appointment will be issued to you, after the successful completion of the Training.



With Regards,  
For Efftronics Systems Pvt Ltd,

*T. B. Sankar*

(T BHAVANI SANKAR)  
VICE-PRESIDENT

---

**ACCEPTANCE FORM**

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of my accepted employment with the company and the terms and conditions set out in this letter.

Date:

Place:

Signature of Parent/ Guardian

Signature of candidate



PRINCIPAL  
Aditya Engineering College  
SURAMPALAM

Page 3 of 3

Verified by

*[Signature]*  
Spuathi - D



**EFFTRONICS SYSTEMS PVT. LTD.**

40-15-9, Brundavan Colony, Vijayawada-520 010, AP. INDIA

☎ : +91 (866) 246-6675, 249-3375, Fax: +91 (866) 247-4097

e-mail: info@efftronics.com Website: www.efftronics.com

EFF/HRD/18-19/OFF-CS/064

Date: 22-MAR-18

To

Mr. **PUPPALA VENAKTA SATISH**,  
S/O PUPPALA SAI RAM,  
D NO: 3-62,  
JANUPALLE,  
AMALAPURAM MANDAL,  
EAST GODAVRI DT,  
ANDHRA PRADESH.



Dear Mr. PUPPALA VENAKTA SATISH,

Subject: Provisional Offer Letter as an Solution **Support Engineer** in Customer Support Department

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of Trainee in Efftronics Systems Pvt Ltd.

Your Scheduled date of joining will be in first week of **JUNE-2018 (Tentatively)**.

Herewith, we include the Terms & Conditions of your appointment. After reading the terms & conditions, you are required to return this Offer of Appointment duly signed by you and your parents.

We welcome you to Efftronics family, looking forward for a long and mutually benefited association.

With Regards,  
For Efftronics Systems Pvt Ltd,

*T. B. Sankar*  
(T BHAVANI SANKAR)  
VICE-PRESIDENT

Verified By

*[Signature]*  
Spuethi . D

Mfrs: Networking Data Loggers and LED Displays

Developers: Embedded Systems, Software



"R&amp;D" Recognised by DSIR, Govt. of India

A PRODUCT DEVELOPMENT COMPANY

An ISO 9001:2008 Company



11. At any time during the Training, if the Trainee is found to be **will fully non- performer** or guilty of fraud, dishonest, disobedient, disorderly behavior, negligence, indiscipline, prolonged absence from duty without permission or any other conduct considered by us which affects the company's interest, your Training will be suspended at that stage itself, and the company has every right to recover the damages of training cost from you for the above said acts.
12. A detailed letter of Appointment will be issued to you, after the successful completion of the Training.



With Regards,  
For Efftronics Systems Pvt Ltd,

*T. B. Sankar*

(T BHAVANI SANKAR)  
VICE-PRESIDENT

---

**ACCEPTANCE FORM**

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of my accepted employment with the company and the terms and conditions set out in this letter.

Date:  
Place:

Signature of Parent/ Guardian

Signature of candidate

Page 3 of 3



*su*  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

Verified By

*[Signature]*  
Spuathi . D



## EFFTRONICS SYSTEMS PVT. LTD.

40-15-9, Brundavan Colony, Vijayawada-520 010, AP, INDIA

☎ +91 (886) 246-5675, 249-3375, Fax: +91 (886) 247-4097

e-mail: info@efftronics.com Website: www.efftronics.com

EFF/18-19/HRD/APO/033

23-Jun-18

TO  
**HARSHA VARDHAN KANIKELLA**  
S/O K. RAMA KRISHNA  
D.NO:6-215/2 POSTAL COLONEY  
SARPAVARAM  
KAKINADA  
EAST GODAVARI DT  
ANDHRA PRADESH  
533005



### Sub: Offer of appointment-Reg.

Dear Mr. HARSHA VARDHAN KANIKELLA,

We are happy to inform you that you have successfully completed the training from 10-May-2018 to 22-Jun-2018 and pleased to offer you an appointment for the position of **SOLUTION SUPPORT ENGINEER** in **SOLUTION SUPPORT DEPARTMENT** of our organization.

This appointment is effective from the date 23-Jun-2018. You will be responsible for accomplishing all the assigned tasks on time.

Herewith, we enclose the Terms & Conditions of appointment. After reading the terms & conditions carefully, you are required to return the duly signed copy of the Appointment Order accepting the terms & conditions.

We take pleasure in welcoming you and trust you will have many happy & mutually benefited years of service with Efftronics Systems Pvt. Ltd.

With regards,

For Efftronics Systems Pvt. Ltd.,

(RAMASAMY S.R.T)  
VICE PRESIDENT

K. Harsha Vardhan

ADITYA ENGINEERING  
SURAMPAL

Corporate Identity Number  
U51909AP1987PTC007554  
Developers: Embedded Systems, Software

Mfrs: Networking Data Loggers and LED Displays





EFF/HRD/18-19/OFF-RD/045

23-Dec-17

To

Ms. **VEGI RAJESWARI**,  
D/O. PRASADA RAO,  
D.NO: 4-63,  
RAMALAYA STREET ,  
BODDAVARAM,  
KOTANANDUR(M),  
EAST GODAVARI,  
ANDHRA PRADESH.



Dear Ms. VEGI RAJESWARI,

**Subject: Provisional Offer Letter as Research & Development Trainee**

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Trainee (R&D)** in Efftronics Systems Pvt Ltd.

Your Scheduled date of joining will be in first week of **June'2018 (Tentatively)**.

Herewith, we include the Terms & Conditions of your appointment. After reading the terms & conditions, you are required to return this Offer of Appointment duly signed by you and your parents.

We welcome you to Efftronics family, looking forward for a long and mutually benefited association.

With Regards,  
For Efftronics Systems Pvt Ltd,

*T.B. Sankar*  
(T BHAVANI SANKAR)  
VICE-PRESIDENT

Verified by

*Spuethi . D* *[Signature]*

Mfrs: Networking Data Loggers and LED Displays

Developers: Embedded Systems, Software



"R&D" Recognised by DSIR, Govt. of India

A PRODUCT DEVELOPMENT COMPANY

An ISO 9001:2008 Company

**The Terms and Conditions of this offer are:**

1. Your Training period would be for a **Maximum of Six months** starting from **the schedule date of joining**, and you will be designated as **"Trainee"** till the completion of your Training period.
2. You are required to serve the company for a period of **TWO YEAR SIX MONTHS** excluding the Training period.
3. You are required to submit all your **Original Academic Certificates on the date of Joining** and would be held with the company till the completion of your service agreement.
4. You are required to complete all the assignments given in the training period within the stipulated time period. In case of your inability to complete the given task; you will be dropped from the training.
5. If your training period extends on administration grounds, extension of training depends on the discretion of management.
6. You are eligible for a stipend of **Rs. 6,000 per month** during the training period and after the successful completion of Training, your starting gross salary would be between **Rs. 20,000 to 25,000** per month, depending on your performance during the training.
7. Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of Efftronics Systems Pvt. Ltd., as applicable to you and the changes therein from time to time.
8. As per the General Services Rules, you are entitled to one casual leave per month and other public holidays.

**Separation:**

9. If the Trainee fails to prove himself/herself during the Training period, the company has every right to terminate him/her at that stage itself.
10. If the Trainee wants to leave or discontinue the Training Voluntarily then he/she has to pay **Rs. 1,00,000** as the Training cost to the company.



11. At any time during the Training, if the Trainee is found to be **Willfully non- performer** or guilty of fraud, dishonest, disobedient, disorderly behavior, negligence, indiscipline, prolonged absence from duty without permission or any other conduct considered by us which affects the company's interest, your Training will be suspended at that stage itself, and the company has every right to recover the damages of **Rs.1,00,000/-** from you for the above said act.



12. A detailed letter of Appointment will be issued to you, after the successful completion of the Training.

With Regards,  
For Efftronics Systems Pvt Ltd,

*T.B. Sankar*

(T BHAVANI SANKAR)  
VICE-PRESIDENT

---

**ACCEPTANCE FORM**

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of my accepted employment with the company and the terms and conditions set out in this letter.

Date:

Place:

Signature of Parent/ Guardian

Signature of candidate

Page 3 of 3

Verified by

*[Signature]*  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437



*[Signature]*  
Spuathi . D

*[Signature]*



**Offer Letter**

February 16, 2018

**Velisetti Rama Lakshmi**

Dear Velisetti,

Attracting and retaining the best people who also believe in our values and share our ambition to build a great company is one of our topmost priorities. I was impressed with your credentials during our recent discussions and it is therefore with immense pleasure that I offer you the position of **Developer - Trainee** with ET Marlabs Private Limited, based in Bangalore.

1. **Joining Date:** You are expected to join us on **June 20, 2018** and in this capacity you will report to **COO & Director** or someone he nominates.
2. **Compensation:** Your total annual compensation would be **Rs.2,40,000/-** (Rupees Two Lakhs Forty Thousand Only). Your total annual remuneration package and its components are mentioned in *Annexure A*
3. **Probation Period:** You will be on a probation period for three months from the date of joining. On successful completion of your probation period, your service in the organization would be confirmed in writing.
4. **Notice Period:** You are expected to serve 15 days during probation and 60 days on confirmation of your service with the organization.
5. **Validity of this offer:** This offer is valid for the next 3 days. An acceptance has to be sent within this period of time.
6. **Location:** Your base location will be Bangalore. You may, however, be required to work, within reason, at any ET Marlabs or customer location in accordance with the needs of the company.

You are required to submit all original qualification documents with a copy of each on the date of joining. Please be informed that a detailed Appointment letter will be issued at the time of joining. In conclusion, on behalf of ET Marlabs I warmly welcome you to the company and wish you every success in your career.

**For ET Marlabs Private Limited**

(Formerly known as Extentor Tquila Private Limited)

(Formerly known as Extentor Solutions Private Limited)

Anshita Sharma  
HR Manager



*[Signature]*  
**PRINCIPAL**  
Aditya Engineering College  
SURAMPALEM

**Registered Office**

C-18, Smilee Greens,  
Estate Club Complex,  
Huskur Road,  
Bangalore - 560 099

**Corporate Address**

ET Express, S.R Complex, #2,  
1<sup>st</sup> Floor, Tavarekere Main road,  
S.G palya, DRC post  
Bangalore - 5600029

CIN #: U72200KA2011PTC060366

Tel: +91-80-4938 6900

Email: enquiries@etmarlabs.com

www.etmarlabs.com

## Annexure A

Name :	Velisetti Rama Lakshmi	Emp Code :	TBD
Designation :	Developer - Trainee	D.OJ :	20-Jun-18

### Pay Slip Component

Basic	Rs.9,000
HRA	Rs.3,740
Transport Allowance	Rs.1,600
Statutory Bonus	Rs.1,400

### Others

Provident Fund (Company's contribution)	Rs.1,080
ESI (Company's contribution)	Rs.748
Gratuity	Rs.433

Annual Gross Salary

Rs.2,16,000

### Variable Pay

Variable Pay (Annual)

Rs.24,000

**TOTAL ANNUAL CTC**

**Rs.2,40,000**

Please note: The variable component is paid on 6 monthly basis and it is based on individual and company's performance.



*Subu*  
PRINCIPAL  
Aditya Engineering College  
SURAMPALEM

**Registered Office**  
C-18, Smilee Greens,  
Estate Club Complex,  
Huskur Road,  
Bangalore - 560 099

**Corporate Address**  
ET Express, S.R Complex, #2,  
1<sup>st</sup> Floor, Tavarekere Main road,  
S.G palya, DRC post  
Bangalore - 5600029

CIN #: U72200KA2011PTC060366  
Tel: +91-80-4938 6900  
Email: enquiries@etmarlabs.com  
www.etmarlabs.com



26<sup>th</sup> March, 2018

**Mr. Srikanth Kantamaneni,**  
Kantamanenivarigudem,  
Kamavarapokota,  
Andhra Pradesh - 534449  
9951354646

Dear Srikanth,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

**Position:** Trainee Software Engineer

**Date of Joining:** 1 May, 2018

Gross Compensation During the Training period of 6 months, Rs. 2,40,000/- (Rupees Two Lakh Forty Thousand only)

**Compensation:** Gross Compensation Upon successful completion of the training, Rs. 3,50,000/- (Rupees Three Lakh Fifty Thousand only)

**Notice Period:** In case of resignation / termination of services, either party will be required to give a two month notice in writing

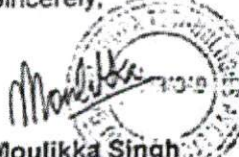
**Place of Work:** Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned to any location in India or abroad where the organization or any one of its associates or customers conduct business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter

**Note:** Please find the details of the terms & conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We congratulate you on your appointment and wish you a long and successful career with G GK.

Sincerely,

  
Moulikka Singh  
HR Manager

Signature:  
Dated:



  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

**Guru Gowri Krupa Technologies Pvt. Ltd.**

CIN No. U72200TG2004PTC043685

Unit-4, 4th Floor, B-Wing, NSL SEZ (Hyderabad) Pvt. Ltd., Plot No. 6, Sy.No. 1, IDA, Uppal, Hyderabad - 500 039  
RO: Plot No. 59, Road No 71, Jubilee Hills, Hyderabad 500 096. Phone: +91 40 3052 1640 - 47



STRICTLY PRIVATE AND CONFIDENTIAL

26<sup>th</sup> March, 2018

**Mr. Betha Lokeswara Rao**

16-37-23, Sambhamarty Nagar,  
Kakinada,  
Andhra Pradesh - 533001  
8977220683

Dear Lokeswara,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

<b>Position:</b>	<b>Trainee Software Engineer</b>
<b>Date of Joining:</b>	On or before May, 2018
<b>Compensation:</b>	Gross Compensation During the Training period of 6 months, Rs. 2,40,000/- (Rupees Two Lakh Forty Thousand only)
	Gross Compensation Upon successful completion of the training, <b>Rs. 3,50,000/-</b> (Rupees Three Lakh Fifty Thousand only)
<b>Notice Period:</b>	In case of resignation / termination of services, either party will be required to give a two month notice in writing
<b>Place of Work:</b>	Your initial place of work will be at Hyderabad. However, your services are transferable and you may be assigned to any location in India or abroad where the organization or any one of its associates or customers conduct business

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing a copy of the offer letter


**Note:** Please find the details of the terms & conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We congratulate you on your appointment and wish you a long and successful career with GGK.

Sincerely,



**Moulikka Singh**  
HR Manager



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM

STRICTLY PRIVATE AND CONFIDENTIAL

**Details of Salary**

**Name:** Betha Lokeswara Rao  
**Position:** Trainee Software Engineer

**Compensation Details (INR)**

Sl. No.	Particulars	Yearly	Monthly
<b>A</b>	<b>Fixed Compensation</b>		
1	Basic	79,200	6,600
2	HRA	31,680	2,640
3	Conveyance Allowance	19,200	1,600
4	Medical Allowance	15,000	1,250
5	Special Allowance	47,910	3,993
<b>B</b>	<b>Standard Benefits</b>		
6	Provident Fund*	43,200	3,600
7	Gratuity	3,810	317
<b>C</b>	<b>Gross Compensation</b>	2,40,000	20,000

\*PF will be deducted as per the statutory norms.

  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 500034





kushita neti &lt;netikushita@gmail.com&gt;

## Welcome to HCL

Team-Onboarding@hcl.com <Team-Onboarding@hcl.com>  
To: netikushita@gmail.com

Thu, Aug 2, 2018 at 4:35 PM



Dear Kushita Neti

As you are prepared to join **HCL – the world's largest Ideapreneurship™**, we too are eagerly waiting to have you on board. To progress ahead with your candidacy, there are some online formalities that you will need to complete on Discover HCL — a site with comprehensive and insightful information about HCL. The site has been tailored to your needs and contains an overview of the company and its businesses; the organizational structure and culture; various employee engagement initiatives, and lots more.

Your access to **Discover HCL** has been activated today.  
To login, please use the following credentials:

Login Id: netikushita@gmail.com  
Password: BE6D7F38

On the Discover HCL site, you must furnish information for all sections under the various headers of the Joining Form before the formal release of your offer letter.

Please note that information you provide in your joining form will be used to carry out a **background verification check** —therefore, please ensure that the information you furnish is correct, updated, and accurate. We require an online submission of all mandatory documents listed on the Discover HCL site. Once you have access, please upload all required documents for the Background Verification process. The Background Verification form, along with the mandatory documents, should be uploaded (click here , for uploading the documents) on the Discover HCL site within two (2) days of receiving this mail.

*If you do not submit the completed Background Verification form and upload all documents as communicated to you, your date of joining will be delayed.*

A few things to keep in mind before you start to fill-out the form:

- Please read the instructions on the website carefully.
- All fields are mandatory. Use the space bar wherever appropriate rather than leaving the field blank.
- All information should be correctly filled-in and in CAPITAL LETTERS only.
- If you are not able to fill in the forms in one session, press the 'SAVE' button. Click on 'FINAL SUBMIT' once you have completed the Online Joining Form.
- Please ensure that the name that you enter is as per your class 10 certificate, or as mentioned on the passport
- Please ensure that the Date of Birth entered is as per your class 10 certificate, or Date of Birth Certificate

Should you have any questions, please feel free to write to candidate.queries@hcl.com





Sincerely,  
HCL Technologies



::DISCLAIMER::

The contents of this e-mail and any attachment(s) are confidential and intended for the named recipient(s) only. E-mail transmission is not guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or may contain viruses in transmission. The e mail and its contents (with or without referred errors) shall therefore not attach any liability on the originator or HCL or its affiliates. Views or opinions, if any, presented in this email are solely those of the author and may not necessarily reflect the views or opinions of HCL or its affiliates. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and / or publication of this message without the prior written consent of authorized representative of HCL is strictly prohibited. If you have received this email in error please delete it and notify the sender immediately. Before opening any email and/or attachments, please check them for viruses and other defects.

4 attachments



img\_firststep.jpg  
52K



footer.jpg  
34K



Route-map-to-Madhya-Kailash-to-Campus.jpg  
75K



Guideline\_for\_filling\_PIF\_Important\_Security\_Instruction.docx  
32K

*Sul*  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 5





HCL TECHNOLOGIES LTD

Corporate Identity Number: U74120KA1984PL0046200

A-10-11, Sector 3, Noida-201 301, UP, India

Tel: +91 120 401 3000, Fax: +91 120 2340007

Registered Office: 200, East Street, 10, New York, New York 10013, USA

www.hcltech.com

www.hcl.com

## OFFER CUM APPOINTMENT LETTER

3<sup>rd</sup> August, 2018

**Kolluru Sai Bala Gayathri**  
3-17C-7, Radhanagar,  
Godarigunta, Kakinada - 533003

Dear Kolluru Sai Bala Gayathri,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least - keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **6<sup>th</sup> August, 2018 at 9:00A.M** at the following address **HCL Technologies Ltd, "Surya Sapphire", Plot # 3, 1st Phase, Hosur Road, Electronic City, Bangalore - 560100**. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, EPO division and HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer cum appointment letter and appended annexure(s).

Your Total Compensation will be **INR 3,50,000 per annum**, outlined in **Annexure I**.

You will be required to sign a service agreement of **18 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **18 months** from the date of joining.

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd, will stand withdrawn without any liability.

HCL Confidential

**HCL**

PRINCIPAL

ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 520





# offer letter



## HCL TECHNOLOGIES LTD.

Corporate Identity Number: L2414003, 1991 PLE045300

A-10-17, Sector 3, NOIDA 201 301, UP, India

T: +91 120 4013000 F: +91 120 2526902

Registered Office: 3036 Sakdharth, 58, Nehru Place, New Delhi-110019, India

www.hcltech.com

www.hcl.com

## OFFER CUM APPOINTMENT LETTER

22<sup>nd</sup> August, 2018

### Atcha Aruna

D-NO: 2-B2, Railwaystation Road,  
Gopalapatnam, Thondang, East Godavari,  
Andhra Pradesh 533406

Dear Atcha Aruna,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer in band E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **24<sup>th</sup> August, 2018 at 9:00A.M** at the following address **HCL Technologies Ltd, SDB 2 – Induction Hall, ELCOT – SEZ Unit -II Special Economic Zone , 602/3, 138, Shollinganallur, Medavakkam High Road, Chennai**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division and HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer cum appointment letter and appended annexure(s)

Your Total Compensation will be **INR 3,50,000 per annum**, outlined in **Annexure I**.

You will be required to sign a service agreement of **18 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **18 months** from the date of joining.

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrears/backlogs.

Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

A. Aruna

HCL Confidential

**HCL**

PRINCIPAL  
ADITYA ENGINEERING COLLEGE

Scanned by CamScanner

Scanned by CamScanner



**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

A 10-11, Sector 3, NOIDA 201 301, UP, India.

T: +91 120 4013000 F: +91 120 2526907

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

**OFFER CUM APPOINTMENT LETTER**

**27<sup>th</sup> August, 2018**

**Grandhi Swetha Ratna**

**D-No: 14-8-20,  
East Godavari,  
Andhra Pradesh 533255**

Dear **Grandhi Swetha Ratna**,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in **band E1**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **28<sup>th</sup> August, 2018 at 9:00A.M** at the following address **HCL Technologies Ltd, SDB 2 – Induction Hall, ELCOT – SEZ Unit -II Special Economic Zone , 602/3, 138, Shollinganallur, Medavakkam High Road, Chennai**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure , BPO division and HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer cum appointment letter and appended annexure(s)

Your Total Compensation will be **INR 3,50,000 per annum**, outlined in **Annexure I**.

You will be required to sign a service agreement of **18 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **18 months** from the date of Joining.

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to submit the documents listed in **Annexure III**. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

HCL Confidential

PRINCIPAL

ADITYA ENGINEERING COLL



HCL

**Fwd: Fw: Offer Of Employment**

Anupama Kanchustambham <anupamakanchus@gmail.com>

Fri 11/25/2022 6:27 PM

To: G Ajay Sankar <ajaysankar.g@aec.edu.in>

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

From: **14A91A0423** <14A91A0423@aec.edu.in>

Date: Tue, 1 Jun 2021 at 4:46 PM

Subject: Fw: Offer Of Employment

To: Anupama Kanchustambham <anupamakanchus@gmail.com>

---

From: Infosys Limited <offers@infosys.com>

Sent: Thursday, May 17, 2018 7:39 PM

To: 14A91A0423 <14A91A0423@aec.edu.in>

Subject: Offer Of Employment



Dear **Anupama Kanchustambham,**

Congratulations once again on your successful participation in our campus recruitment process during the year 2017-2018.

Please find attached the offer of employment with your confirmed date of joining for the role of Systems Engineer at Infosys Ltd. Please note that you are expected to report at the location of training a day prior to your date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us. These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

We will be reaching out to you regularly through various avenues between now and the time you join us. Also, an elaborate communication on the Accommodation and other joining related formalities will be sent to you a couple of weeks before your joining date. We would like to reiterate the fact that





this offer of employment with Infosys Ltd. shall be valid only if you fulfill the eligibility criteria specified by us during the time of recruitment.

**Academic Eligibility Criteria For Joining**

**Point 1-** The academic eligibility criteria for the Role of a Systems Engineer has already been communicated to you and your college during the selection process. This remains the same at the time of joining (including your final semester result, if the results have been published)

All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc., No Active backlogs are allowed.

**Point 2-** In case if you do not meet the above stated eligibility criteria as on the date of joining, you are not eligible to join. Please mail us at [offer\\_extension@infosys.com](mailto:offer_extension@infosys.com) with your Candidate ID and your Role in the subject line.

**Point 3-** Your employment will be terminated if there are any backlogs and/or if you fail to meet the required simple average/CGPA including the semesters for which results are awaited, after your joining.

For any changes in your existing profile, please mail us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com). Please mention your Role and Candidate ID in the subject line of your mails.

We look forward to seeing you at Infosys.

Regards,  
Team HRD  
Infosys Ltd.

P.S: Please do not respond to this email id as incoming emails to this account are not monitored



ADITYA ENGINEERING COLLEGE  
SURAMPalem - 533 4. /





HRD/3T/18-19/12386552

Ms. Akhila Kancharla  
Candidate ID: 12386552  
5-9-10 Near Mro Office  
Samalkota  
Samalkota - 533440  
Andhra Pradesh  
India  
Ph: (91) 77020 07224

May 17, 2018

Dear Akhila,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

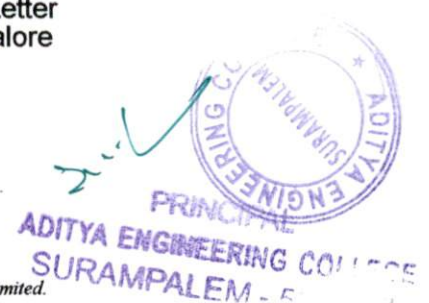
We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**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

Digitally signed by RICHARD LOBO  
Date: 2018.05.17 17:02:49 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/3T/18-19/12386552

May 17, 2018

Ms. **Akhila Kancharla**  
 Candidate ID: 12386552  
 5-9-10 Near Mro Office  
 Samalkota  
 Samalkota - 533440  
 Andhra Pradesh  
 India  
 Ph: (91) 77020 07224

Dear Akhila,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

## Joining

Your scheduled date of employment with us will be **June 18, 2018**.

## 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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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.





PRINCIPAL

ADITYA ENGINEERING COLLEGE  
 SURAMPALEM - 500 002

**ANNEXURE - I**  
**(Compensation during the Training Period)**

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Akhila Kancharla			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	6,420			
FIXED DEARNESS ALLOWANCE (FDA)	1,100			
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277			
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429			
PERSONAL ALLOWANCE	2,935			
MONTHLY GROSS SALARY	21,161			
2. ANNUAL COMPONENT				
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)	75			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)	902			
GRATUITY - 4.81% of (Basic + FDA)	362			
FIXED GROSS SALARY (FGS) (1+2+3)	22,500			
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.				

  
  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM - 533 437**



**ANNEXURE- II**  
**(Compensation post Training)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Akhila Kancharla
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
<b>MONTHLY GROSS SALARY</b>	<b>21,978</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)	88

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.





HRD/3T/18-19/12386563

Ms. Swapna Kumari Mahapatro  
Candidate ID: 12386563  
67-1-16 Ashok Nagar  
Kakinada  
Kakinada - 533003  
Andhra Pradesh  
India  
Ph: (91) 72888 28318

May 17, 2018

Dear Swapna,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

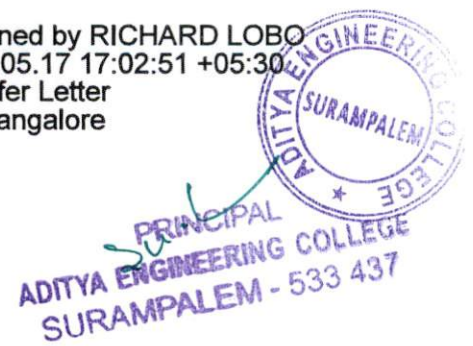
We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**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

Digitally signed by RICHARD LOBO  
Date: 2018.05.17 17:02:51 +05:30  
Reason: Offer Letter  
Location: Bangalore





HRD/3T/18-19/12386563

May 17, 2018

Ms. Swapna Kumari Mahapatro  
Candidate ID: 12386563  
67-1-16 Ashok Nagar  
Kakinada  
Kakinada - 533003  
Andhra Pradesh  
India  
Ph: (91) 72888 28318

Dear Swapna,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

## Joining

Your scheduled date of employment with us will be **June 18, 2018**.

## 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 Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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.

ADITYA ENGINEERING COLLEGE  
SURAMPALEM  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Swapna Kumari Mahapatro
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
<b>MONTHLY GROSS SALARY</b>	<b>21,161</b>

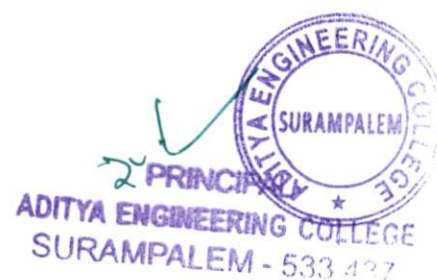
<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>22,500</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.





## ANNEXURE- II (Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)			
NAME	Ms. Swapna Kumari Mahapatro		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENTS			
BASIC SALARY	7,730		
FIXED DEARNESS ALLOWANCE (FDA)	1,100		
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470		
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678		
MONTHLY GROSS SALARY	21,978		
2. ANNUAL COMPONENT			
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)	88		
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of (Basic + FDA)	1,060		
GRATUITY - 4.81% of (Basic + FDA)	425		
FIXED GROSS SALARY (FGS) (1+2+3)	23,551		
4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

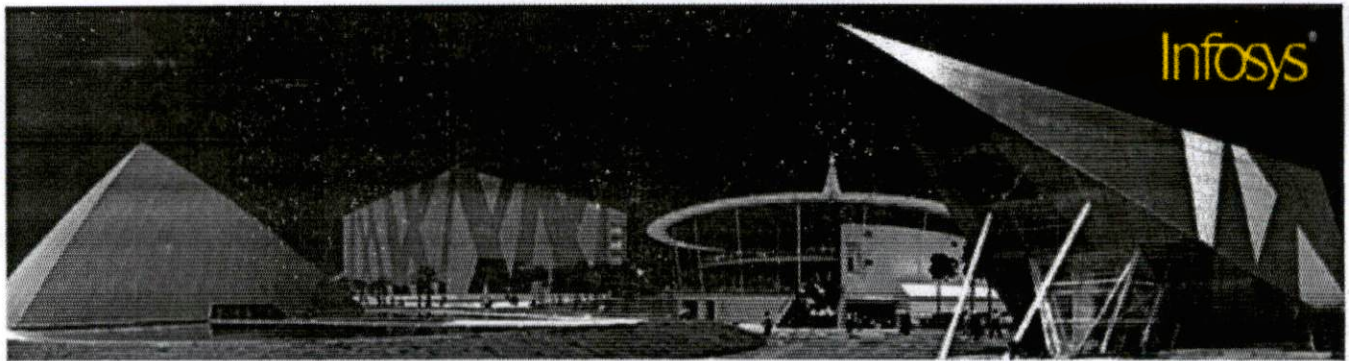
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

\*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 policy is subject to the fulfillment 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.







Dear **Sri Latha Mediseti,**

Congratulations once again on your successful participation in our campus recruitment process during the year 2017-2018.

Please find attached the offer of employment with your confirmed date of joining for the role of Systems Engineer at Infosys Ltd. Please note that you are expected to report at the location of training a day prior to your date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us. These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

We will be reaching out to you regularly through various avenues between now and the time you join us. Also, an elaborate communication on the Accommodation and other joining related formalities will be sent to you a couple of weeks before your joining date. We would like to reiterate the fact that this offer of employment with Infosys Ltd. shall be valid only if you fulfill the eligibility criteria specified by us during the time of recruitment.

#### Academic Eligibility Criteria For Joining

**Point 1-** The academic eligibility criteria for the Role of a Systems Engineer has already been communicated to you and your college during the selection process. This remains the same at the time of joining (including your final semester result, if the results have been published)

All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc., No Active backlogs are allowed.

**Point 2-** In case if you do not meet the above stated eligibility criteria as on the date of joining, you are not eligible to join. Please mail us at [offer\\_extension@infosys.com](mailto:offer_extension@infosys.com) with your Candidate ID and your Role in the subject line.

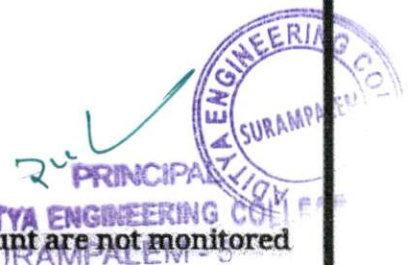
**Point 3-** Your employment will be terminated if there are any backlogs and/or if you fail to meet the required simple average/CGPA including the semesters for which results are awaited, after your joining.

For any changes in your existing profile, please mail us at [offer\\_update@infosys.com](mailto:offer_update@infosys.com). Please mention your Role and Candidate ID in the subject line of your mails.

We look forward to seeing you at Infosys.

Regards,  
Team HRD  
Infosys Ltd.

P.S: Please do not respond to this email id as incoming emails to this account are not monitored







HRD/3T/18-19/12386571

Ms. Vigna Bharati Sowmya Dontabhaktuni  
Candidate ID: 12386571  
31-1-28/1 Alamuru Road,  
Mandapeta  
Mandapeta - 533308  
Andhra Pradesh  
India  
Ph: (91) 91770 63206

May 17, 2018

Dear **Vigna Bharati**,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

**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

Digitally signed by RICHARD LOBO  
Date: 2018.05.17 17:02:53 +05:30  
Reason: Offer Letter  
Location: Bangalore

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 431



HRD/3T/18-19/12386571

May 17, 2018

Ms. **Vigna Bharati Sowmya Dontabhaktuni**

Candidate ID: 12386571

31-1-28/1 Alamuru Road,

Mandapeta

Mandapeta - 533308

Andhra Pradesh

India

Ph: (91) 91770 63206

Dear Vigna Bharati,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

## Joining

Your scheduled date of employment with us will be **June 18, 2018**.

## 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.

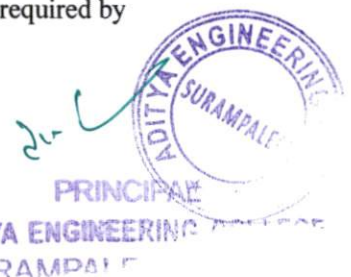
*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

## Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom 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 twelve 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, for the first two years of your tenure with the Company. On completion of two years of service, subject to your 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.

## Agreement:

Our offer to you as **Systems Engineer** 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

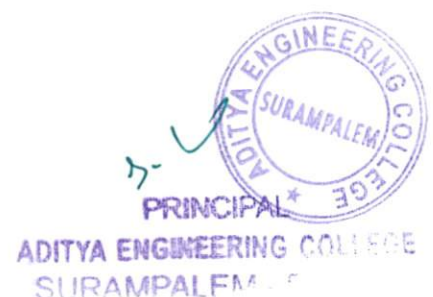
### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 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.





**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Vigna Bharati Sowmya Dontabhaktuni</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
<b>MONTHLY GROSS SALARY</b>	<b>21,161</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)	75

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>22,500</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.



 **PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPalem - 522 202**



## ANNEXURE- II (Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Vigna Bharati Sowmya Dontabhaktuni
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	21,978

<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)	88

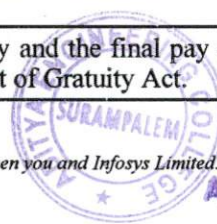
<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	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 policy is subject to the fulfillment 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.



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem





HRD/3T/18-19/12457774

**Ms. Krishna Priya Patamsetti**

Candidate ID: 12457774

82-21-03, Fortune Towers-B

Walkers Park Street

Rajahmundry - 533103

Andhra Pradesh

India

Ph: (91) 91773 18242

June 29, 2018

Dear Krishna Priya,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

INFOSYS LIMITED

CIN: L65110KA1961PLCQ13115

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

Digitally signed by RICHARD LOBO

Date: 2018.06.29 18:32:30 +05:30

Reason: Offer Letter

Location: Bangalore



12<sup>th</sup> January 2018**Subject: Training & Offer Letter**Dear **Akkireddy Suma Priyanka,**

We thank you for taking the interview process with Nagarro Software and giving us an opportunity to work with you. We are delighted to inform you that you have been selected for doing your training and job at Nagarro. You will start your career as **Trainee, Technology** and once you finish your training, you will be promoted to **Junior Associate, Technology** at Nagarro.

At Nagarro we will give you opportunities to work on latest technologies and on live projects with just few months of training. We do so because we believe that real learning can only come when you work on real world application as compared to dummy projects.

Our training program is very rigorous in the industry. To make you confident enough to work on live projects we have a training program in place.

In order to achieve this, we expect you to join us as a **Trainee, Technology** in July 2018.

During the training period, you would be paid a stipend of **Rs. 15,000/-** for three months.

After the completion of your training, you will be promoted to **Junior Associate, Technology** on a package of **\*\*\*Rs 4 LPA**

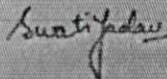
In case of any query related to your offer please drop in an email at [campushiring@nagarro.com](mailto:campushiring@nagarro.com)

We welcome you to join us in a pursuit of excellence.

To help complete joining formalities, may we request you to carry the following documents with you on the date of joining:

- Mark-sheets and certificates for Class X, Class XII, Graduation and Post-graduation if applicable
- Experience Certificate and relieving letter from previous employer
- Form 16 / Salary Certificate from previous employer (If you were drawing any salary)
- Copy of last salary revision letter (if applicable)
- Copy of Aadhar Card, PAN Card, Driving License and Passport (if applicable)
- Five passport-size photographs

For Nagarro Software Pvt. Ltd.



Swati Yadav  
Senior Manager, Human Resources



PRINCIPAL  
Aditya Engineering College  
SURAMPALAM

Registered Office: 19/20, Punjabi Bagh (East), New Delhi - 110 026

36, Electronic City, Sector-18, Gurugram - 122015, Haryana, India Ph: (+91 124) 4221111 Fax: (+91 124) 2450832  
37, Electronic City, Sector-18, Gurugram - 122015, Haryana, India Ph: (+91 124) 4221111 Fax: (+91 124) 2450832

[www.nagarro.com](http://www.nagarro.com) | email: [info.in@nagarro.com](mailto:info.in@nagarro.com)





**NANDEE**  
NETWORKS PVT. LTD.  
*Lighting the world*

**DODDI JAGADEE SH**

EC

Letter Of Intent

Dear Candidate,

This is to inform that we are into providing Telecom Industry related services and support including Technical Consultancy. Our other ventures are into Telecommunication Engineering, Civil, Electrical & Logistics Services.

This is to inform that you have been short-listed for employment with M/s Nandee Networks as "Field Engineer/ Executives / Technicians" You are requested to report and register in our office on 12/5/18

Landmark: After Nimishamba Temple, near to Union Bank of India)  
Email ID: [recruitment@nandeenetworks.in](mailto:recruitment@nandeenetworks.in), Contact: 080 - 28608222

The terms of employment are given below

1. You shall report at our office on the date given above or as amended.
2. You will undergo the orientation & training program of maximum 15 days duration.
3. The initial salary shall be paid as Rs. 9000/- DM. Besides this, the PF & ESI benefit shall be payable extra.
4. Free bachelor accommodation shall be provided at the place of posting.
5. Based on performance salary may be revised after 6 months.
6. You will be assessed & monitored continuously. If for any reason whatsoever, you are found to be below the required level; your services will be terminated.
7. Candidates coming on board will have to give a formal commitment to be with the company for at least 6 months.
8. A detailed appointment letter shall be issued at the time of reporting for duties.
9. The documents to be carried by the candidate: Updated resume, Original & Attested copies of the Aadhar card/ Election ID, PAN card, certificates of 10<sup>th</sup>, 12<sup>th</sup>, Diploma, UG/PG degree course. Any additional documents candidate may desire to produce.

We look forward to see you joining The Nandee Group family for an excellent career growth.

With best wishes,

For M/s Nandee Networks

Authorized Signatory 24/4/18



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 522





---

## Result-Campus Recruitment Drive of Novel Patent Services

1 message

---

novel patent <novelpatentvizag@gmail.com>  
To: gnaneswar1808@gmail.com

Fri, Apr 20, 2018 at 3:32 PM

Dear **KAKI KHADGA GNANESWAR,**

Congratulations! We are pleased to confirm you have been selected for Novel Patent Services Pvt. Ltd in the campus recruitment drive held on 27<sup>th</sup> February, 2018.

We would like to start work on 30<sup>th</sup> April, 2018 at 09:30 am. Please report to the office for documentation and orientation.

Let us know your acceptance by 20<sup>th</sup> April, 2018 through mail (send your acceptance to: [raju.a@novelpatent.com](mailto:raju.a@novelpatent.com)) so that we may confirm your position as "Junior Patent Engineer"

We are confident you will be able to make a significant contribution to the success of the company and looking forward to work with you.

For any queries contact us at 9866651444 / 9490379026.

Sincerely,

--

S. V. A. N Raju  
Manager - Business Dev.  
Novel Patent Services Private Limited (NPS).  
# HIG-421, MANSITA, Above Punjab National Bank,  
Midhilapuri VUDA Colony, Pothinamallayyapalem,  
Visakhapatnam - 530 041, Andhra Pradesh, India. |  
Tel: 0891-2538757 / 0897 888 7578 | Mob: 0986 665 1444  
Mail: [raju.a@novelpatent.com](mailto:raju.a@novelpatent.com)



PRINCIPAL  
ADITYA ENGINEERING COL  
SURAMPALEM -



SOFTWARE TESTING & DEVELOPMENT TRAINING ORGANISATION

(A Unit of Test Yantra Software Solutions India Pvt Ltd).

www.qspiders.com

www.jspiders.com

## OFFER LETTER

Dear **Hari Durga Parvathi Badi,**

We are happy to inform you that you have been shortlisted in our screening test. On Job Training in our Incubation center starts from **30<sup>th</sup> May 2018 @ 10.00 AM**.

### Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Software Testing & Software Development (Manual Testing, Core JAVA, and SQL) and Aptitude.**
- No other additional subjects/courses are included in this program.

### Rules: Following are the rules for placement activity:

- You should have 90% of classroom and practical attendance / sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.

**\*\*This letter is valid only for 30<sup>th</sup> May 2018. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training\*\***

### Incubation address:

Qspiders Jspiders, 3rd Floor, Elite Arcade Building, Adjacent to Shanbhag Hotel,  
Above Topsy Topsy Bakers, No 6-3-353/A, Road No.1, Banjara hills Road, Punjagutta,  
Hyderabad, Telangana – 500082

**Landmark** – Near Hyderabad Central Mall and Punjagutta Police Station.

**Reporting Time** – 10:00 AM

Yours faithfully,

**Qspiders Software Training Organization**



**Sumanth M**  
HR-Manager



**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
SURAMPALAM





# Sentini GeoSol (P) Ltd.

Ref: SGPL/HR-0 /2018-19

Date: 10-05-2018

To  
Ms. Tatina Nirmala Kumari  
59-11-14, P&T Colony  
Rajahmundry, East Godavari  
Andhra Pradesh - 533105.

Dear Ms. Nirmala,

Welcome to Sentini GeoSol.

Your appointment at Sentini GeoSol as Trainee - **Software Engineer** is subject to the following terms and conditions:

1. Your date of joining will be 10<sup>th</sup> May 2018. Your salary will be **Rs.2,16,000/-** per annum in terms of Cost-to-the-Company. The salary mentioned includes provision for conveyance, allowances and other perquisites. The necessary statutory deductions, if any, will be made as per rules from the above amount. A salary structure is detailed in the annexure attached to this letter.
2. At the time of joining, you are required to submit all original certificates in support of your educational qualifications and skills claimed with a photocopy set.
3. The company has the option to provide you training in projects on any platform. This is based on the skills required for a particular project and the environment prevailing at that point of time.
4. In the event of leaving the services from the company, you are required to give three months prior notice and vice versa to the company.
5. You will be assigned programmes and responsibilities by the management from time to time and you are likely to be transferred to any other unit, division or place, where the company or its associates/promoters have got interest. The terms and conditions of your transfer shall be at the discretion of the company.
6. Your working hours may change and rotated as per the job requirements. You may need to work in defined shifts.
7. You are requested to attend the office duties in business formal on week days and business informal dress on weekends.
8. You will keep informed and update the company of your contact details of your address, phone number and email from time to time.





*Sentini GeoSol (P) Ltd.*

Date: March 07<sup>th</sup> 2018

To  
**Mr. Siva Vikas Gurulinka**  
S/o. G V V Phani  
#3-50, Bendamurlanka  
East Godavari  
Andhra Pradesh - 533210.

*Dear Mr. Siva,*

With reference to the discussions we had with you, we are pleased to offer you the position of **"Trainee Software Engineer"** and invite you to join Sentini GeoSol Family.

Your Cost to the Company (CTC) would be **Rs. 2,16,000/-** per annum. (Rs. Two Lakh Sixteen Thousand per annum).


The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.

We welcome you and the detailed appointment letter will be issued to you at the time of joining. Your joining date will be May 10<sup>th</sup> 2018.

Please sign a copy of this letter and send back to us as a token of acceptance.

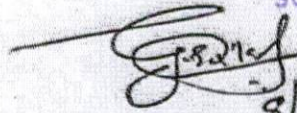
Thanking You.

For Sentini GeoSol (P) Ltd.,

  
(Head - Operations)



  
PRINCIPAL  
Aditya Engineering College  
SURAMPALEM

  
8/3/18





# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 3-03-2018

Ref: STS/OFR

Mr. **K.SUNEEL**

## SUB: APPOINTMENT LETTER

Dear Mr. K.SUNEEL,


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **16<sup>th</sup> AUG 2018**.


You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/- +TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager



Signature of the Employee





PRINCIPAL

ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62  
Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 3-03-2018

Ref: STS/OFR

Mr. **B.GANA SAIRAM**

## SUB: APPOINTMENT LETTER

Dear Mr. B.GANA SAIRAM,


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **16<sup>th</sup> AUG 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)


Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N.Divya  
Hr-Manager



Signature of the Employee



  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62  
Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com





# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 3-03-2018

Ref: STS/OFR

Mr. M.B.M.MANO HAR

## SUB: APPOINTMENT LETTER

Dear Mr. **M.B.M.MANO HAR**,


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **16<sup>th</sup> AUG 2018**.

You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Diya  
Hr-Manager



Signature of the Employee



PRINCIPAL  
ADITYA ENGINEERING COLLEGE

Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62  
Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com



# SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

Date: 3-03-2018

Ref: STS/OFR

Mr. B.AJAY SWAROOP

## SUB: APPOINTMENT LETTER

Dear Mr. B.AJAY SWAROOP,


Further to your interview we had with us we are pleased to offer you the post of **TRAINEE ENGINEER** in the period 4 months in our organization with a commencement date of **16<sup>th</sup> AUG 2018**.

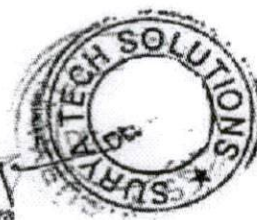
You will be paid a consolidated Salary of **Rs.8000-10000/- +TA** per month after successful completion of 30 days training. After successful completion of Trainee Engineer level based on performance you will be promote as an **Engineer** and you will be paid a consolidated salary of **Rs. 15000-20000/-+TA** per month. We will be given leave facilities as applicable to your category of employees provided by the company.

You will be required to produce the following documents at the time of joining.

- All academic certificates Xerox copies
- Two recent passport size photographs
- Experience certificate (IF ANY)

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment.

  
N. Divya  
Hr-Manager





  
PRINCIPAL  
Aditya Engineering College  
SURAMPALEM

Signature of the Employee

Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62  
Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com





TPL/Campus/2018/1062  
May 17, 2018

Ms. Tirumalasetty Venkata Satya Siva Lakshmi  
D No 5-2-12, Lakshmi Devi Peta  
Anakapalle, Andhra Pradesh - 531 001  
Ph: 9491253586

Dear Tirumalasetty Venkata Satya Siva Lakshmi,

**Sub: Provisional Offer Letter**

Please refer to the Campus Hiring process at your campus on February 16, 2018. Consequent to the selection process, we have pleasure in informing that you have been selected as Graduate Engineer Trainee - Civil in our organization. The terms and conditions of selection are as mentioned below:

Designation	:	Graduate Engineer Trainee - Civil
Nature of appointment	:	Trainee
Duration of Training	:	12 months
Grade	:	G-0
CTC	:	Rs. 340000 P.A. (Guaranteed Pay) + upto Rs. 35000 Reward (on successful completion Of training) + Medical Coverage for self.
Date of Joining	:	02 <sup>nd</sup> July 2018
Place of Joining	:	Hyderabad (for Induction) and Project sites Thereafter.

Detailed breakup of the CTC is annexed to this letter. This offer is exclusive to you and confidential in nature and you are requested not to share the same with anyone.

**TATA PROJECTS LIMITED**

Registered Office: "Mithona Towers-1" 1-7-80 to 87 Prenderghast Road, Secunderabad - 500 003 Telangana India  
Phone +91-40-6623 8801 Fax 6617 2535

CIN U45203TG1979PLC057431

e-mail [tpl@tataprojects.com](mailto:tpl@tataprojects.com)

[www.tataprojects.com](http://www.tataprojects.com)





Formal letter of appointment shall be issued to you at the time of your joining, subject to your successful completion of the Engineering degree course with overall 60% Marks. **This offer of employment is subject to you being found medically fit.** You will be required to undergo a pre-employment medical checkup before joining. Failure to clear the medical checkup shall lead to an automatic withdrawal of this employment offer.

Our Authorised Agency for conducting the Pre-employment Medical Checkup shall get in touch with you (on the Mobile number provided by you in your application at the time of written test) between 25.05.2018 and 15.06.2018. They shall provide details regarding pre-employment medical checkup, location of checkup and other relevant details to you. In case, however, you do not receive a call by 10<sup>th</sup> of June 2018, please call Mr. Shafi on +91 9010198833 who shall advise you of the action to be taken. Charges for pre-employment medical checkup shall be borne by Tata Projects Limited.

You shall be required to carry the following documents when you report for joining at our Corporate Office, Hyderabad:

- (a) Copies of Educational Certificates from 10<sup>th</sup> standard to the highest degree/qualification.
- (b) PAN Card,
- (c) Aadhaar Card,
- (d) Cancelled Cheque leaf, and
- (e) 4 Color Passport Size Photographs.

Kindly return the copy of the offer (attached) as a token of your acceptance, for our records.

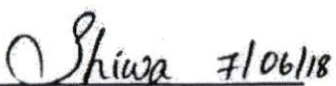
Wishing you a very rewarding career with Tata Projects Limited.

Yours Sincerely,  
For TATA PROJECTS LIMITED

  
(SURESH BAXI)  
Assistant Vice President - HR

Acknowledgement and Acceptance

I have fully understood all the terms & conditions  
Indicated above and this offer is fully acceptable to me.

  
(Signature of Ms. Tirumalasetty Venkata Satya Siva Lakshmi)



  
PRINCIPAL  
ADITYA ENGINEERING  
SURAMPALAM





ANNEXURE			
COMPENSATION & BENEFITS PLAN			
S.No.	Particulars	P.M.	P.A.
<b>1</b>	<b>SALARY &amp; ALLOWANCES</b>		
(a)	Basic @ 33% of GP	9,350	1,12,200
(b)	Special Allowance	15,430	1,85,164
	<b>SUB TOTAL (1)</b>	<b>24,780</b>	<b>2,97,364</b>
<b>2</b>	<b>RETIRALS / TERMINAL BENEFITS</b>		
(a)	Provident Fund @ 12 % of basic	1,122	13,464
(b)	Gratuity @ 4.81 % of basic	450	5,397
(c)	Statutory Bonus @ 20% of Basic**	1,870	22,440
(d)	Accident Insurance + Health Insurance Scheme @ 1.19 % of basic	111	1,335
	<b>SUB TOTAL (2)</b>	<b>3,553</b>	<b>42,636</b>
	<b>GUARANTEED PAY (GP) = TOTAL (1+2)</b>	<b>28,333</b>	<b>3,40,000</b>
<b>3</b>	<b>OTHER BENEFITS</b>		
(a)	Performance Linked Reward	2,917	35,000
	<b>SUB TOTAL (3)</b>	<b>2,917</b>	<b>35,000</b>
	<b>COST TO COMPANY (1+2+3)</b>	<b>31,250</b>	<b>3,75,000</b>

\*\* - On pro-rata basis

Ps : The above compensation is subject to Necessary Statutory Deductions including Income Tax Act



20/11/20  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 400

January 16, 2018  
Hyderabad

## OFFER LETTER

Dear Siva,

It was pleasure interacting with you during our interview process and we believe that you would make a great asset for Technovert. And hence are pleased to issue this offer at Technovert to play the role of a **Trainee-Software Engineer**. While the interview process allowed us to get a brief glimpse of your capabilities we believe we have an environment that gets the best of you that is yet to be seen and look forward to work with you at the earliest.

1. You are required to join us on or before **January 22, 2018** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
2. You will be based at our company located at Plot no. 104, Kavuri Hills, Madhapur, Hyderabad- 500033 but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. Your annual gross salary will be as per **Band 2 A** calculated as Cost to Company and the details of the salary band is attached herewith in Annexure-A.
4. Your employment with us will be governed by terms and conditions referred in Annexure-B.
5. You will be required to execute and be bound by a Confidential Non-Disclosure Agreement given to you as in Annexure – C and this Agreement shall be coextensive.
6. Please note that the Company reserves the right to withdraw the offer made to you, before your acceptance of the same, without providing any reasons to you.
7. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company.
8. You will be entitled to leaves and holidays as per the Policy of the company.
9. Please sign on all sheets of the duplicate copy of this letter at the bottom right corner, and return to undersigned as a token of your acceptance with Technovert.

We welcome you to Technovert, and look forward to a long and mutually beneficial association.

### For Technovert Solutions.

Encl. Annexure - A (Salary Structure), Annexure – B (Terms & Conditions), Annexure – C (Confidential Non-Disclosure Agreement.)



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM



## ANNEXURE – A: SALARY STRUCTURE

Name: Siva Sankar Goru

Designation: Trainee – Software Engineer

Date of Joining: January 22,2018.

- On successful completion of the training and probation, you will be appraised of your performance and salary would be revised accordingly as agreed during your interview process as per **Band-2A – 2,60,000 Per Annum - 3,00,000/- Per Annum.**
- Please make a note that you will be paid a salary of 12000/- Per Month till the completion of the training and probation and please find below the salary structure for the same which is valid only till your probation.

Head of Allowance	Per Month
<b>A. Fixed Component:</b>	
Basic	4,800
HRA	1,920
Conveyance	1,600
Medical Allowance	1,250
Contribution to Provident Fund	576
Special Allowance	854
Professional allowance	1,000
<b>Total Salary</b>	<b>12,000</b>
<b>B. Variable Pay</b>	<b>NIL</b>
<b>Total Cost to the Company (CTC)</b>	<b>12,000</b>

### Provident Fund

The Company contributes certain percentage of your basic salary, as per the Provident Fund Guidelines, towards the Employee's Provident Fund.

### Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source as per the prevailing income tax law. You will be responsible for declaration of your total income to the appropriate authority as and when required by law.

For Technovert Solutions:



Signature of the Associate

  
PRINCIPAL

ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437

December 28, 2017  
Hyderabad

## OFFER LETTER

Dear **Surya Bhagavan,**

It was pleasure interacting with you during our interview process and we believe that you would make a great asset for Technovert. And hence are pleased to issue this offer at Technovert to play the role of a **Trainee-Software Engineer**. While the interview process allowed us to get a brief glimpse of your capabilities we believe we have an environment that gets the best of you that is yet to be seen and look forward to work with you at the earliest.

1. You are required to join us on or before **January 03, 2018** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
2. You will be based at our company located at Plot no. 104, Kavuri Hills, Madhapur, Hyderabad-500033 but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. Your annual gross salary will be as per **Band 2** calculated as Cost to Company and the details of the salary band is attached herewith in Annexure-A.
4. Your employment with us will be governed by terms and conditions referred in Annexure-B.
5. You will be required to execute and be bound by a Confidential Non-Disclosure Agreement given to you as In Annexure – C and this Agreement shall be coextensive.
6. Please note that the Company reserves the right to withdraw the offer made to you, before your acceptance of the same, without providing any reasons to you.
7. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company.
8. You will be entitled to leaves and holidays as per the Policy of the company.
9. Please sign on all sheets of the duplicate copy of this letter at the bottom right corner, and return to undersigned as a token of your acceptance with Technovert.

We welcome you to Technovert, and look forward to a long and mutually beneficial association.

**For Technovert Solutions.**

Encl. Annexure - A (Salary Structure), Annexure – B (Terms & Conditions), Annexure – C (Confidential Non-Disclosure Agreement.)



✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 42



January 16, 2018  
Hyderabad

## OFFER LETTER

Dear **Harika,**

It was pleasure interacting with you during our interview process and we believe that you would make a great asset for Technovert. And hence are pleased to issue this offer at Technovert to play the role of a **Trainee-Software Engineer**. While the interview process allowed us to get a brief glimpse of your capabilities we believe we have an environment that gets the best of you that is yet to be seen and look forward to work with you at the earliest.

1. You are required to join us on or before **January 22, 2018** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
2. You will be based at our company located at Plot no. 104, Kavuri Hills, Madhapur, Hyderabad-500033 but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. Your annual gross salary will be as per **Band 2 A** calculated as Cost to Company and the details of the salary band is attached herewith in Annexure-A.
4. Your employment with us will be governed by terms and conditions referred in Annexure-B.
5. You will be required to execute and be bound by a Confidential Non-Disclosure Agreement given to you as in Annexure – C and this Agreement shall be coextensive.
6. Please note that the Company reserves the right to withdraw the offer made to you, before your acceptance of the same, without providing any reasons to you.
7. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company.
8. You will be entitled to leaves and holidays as per the Policy of the company.
9. Please sign on all sheets of the duplicate copy of this letter at the bottom right corner, and return to undersigned as a token of your acceptance with Technovert.

We welcome you to Technovert, and look forward to a long and mutually beneficial association.

**For Technovert Solutions.**

Encl. Annexure - A (Salary Structure), Annexure – B (Terms & Conditions), Annexure – C (Confidential Non-Disclosure Agreement.)



PRINCIPAL  
ADITYA ENGINEERING  
SURAMPALEM

## ANNEXURE – A: SALARY STRUCTURE

Name: Penugonda Venkata Sandhya Sri Harika

Designation: Trainee – Software Engineer

Date of Joining: January 22,2018

- On successful completion of the training and probation, you will be appraised of your performance and salary would be revised accordingly as agreed during your interview process as per **Band-2A – 2,60,000 Per Annum - 3,00,000/- Per Annum.**
- Please make a note that you will be paid a salary of 12000/- Per Month till the completion of the training and probation and please find below the salary structure for the same which is valid only till your probation.

Head of Allowance	Per Month
<b>A. Fixed Component:</b>	
Basic	4,800
HRA	1,920
Conveyance	1,600
Medical Allowance	1,250
Contribution to Provident Fund	576
Special Allowance	854
Professional allowance	1,000
<b>Total Salary</b>	<b>12,000</b>
<b>B. Variable Pay</b>	<b>NIL</b>
<b>Total Cost to the Company (CTC)</b>	<b>12,000</b>

### Provident Fund

The Company contributes certain percentage of your basic salary, as per the Provident Fund Guidelines, towards the Employee's Provident Fund.

### Taxation

The Income Tax Act, 1961 as prevailing at the time of employment will govern the taxation matters. The Company will deduct tax at source as per the prevailing income tax law. You will be responsible for declaration of your total income to the appropriate authority as and when required by law.

For Technovert Solutions:



Signature of the Associate

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 500



## Letter of offer for Employment

Date: 13/12/2017

To:

Ganji. Anil Kumar,

Kakinada.A.P.

Dear Mr. Ganji. Anil Kumar,

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Trainee Engineer"** and invite you to join Techsosys family.

Your cost to the company (CTC) would be Rs. 1,20,000 (One Lakh Twenty Thousand Only) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

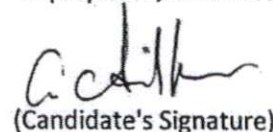
Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd

  
Murali.T  
Sr.Executive HR

Employment, Offer Accepted

  
(Candidate's Signature)PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPalem - 533 437

## Letter of offer for Employment

Date: 13/12/2017

To:

Koyyana Swarna Venkata Padamavathi,  
Jaggampeta.Dear Ms. **Koyyana Swarna Venkata Padamavathi,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Technical HR"** and invite you to join Techsosys family.Your cost to the company (CTC) would be **Rs. 1,80,000 (One Lakh Eighty Thousand Only)** Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time time. Your compensation will be review in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd



Employment, Offer Accepted

*K.S.U. Padmarathi*  
(Candidate's Signature)  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437



## Letter of offer for Employment

Date: 13/12/2017

To:

Mahendrada Vamsi Sravanth,

Kakinada, A.P.

Dear **Mr. Mahendrada Vamsi Sravanth,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Technical Software Sales Engineer"** and invite you to join Techsosys family.Your cost to the company (CTC) would be **Rs. 4, 00,000 (Four Lakhs Only)** Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be review in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

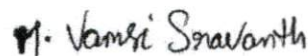
Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd

  
Murali T  
Sr.Executive - HR

Employment, Offer Accepted



(Candidate's Signature)

  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437

## Letter of offer for Employment

Date: 13/12/2017

To:

Surendra Raparthi,

Gollaprolu.

Dear **Mr. Surendra Raparthi**,

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Trainee Engineer"** and invite you to join Techsosys family.

Your cost to the company (CTC) would be Rs. 1,20,000 (One Lakh Twenty Thousand Only) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd




Murali.T  
Sr. Executive - HR

Employment, Offer Accepted

  
(Candidate's Signature)



  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 437



## Letter of offer for Employment

Date: 13/12/2017

To:

Satya Sai P,

Samarlakota.

Dear **Ms. Satya Sai P,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Technical HR"** and invite you to join Techsosys family.

Your cost to the company (CTC) would be **Rs. 1,80,000** (One Lakh Eighty Thousand Only) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd



Murali T.  
Sr.Executive - HR

Employment, Offer Accepted

  
(Candidate's Signature)

## Letter of offer for Employment

Date: 13/12/2017

To:

Dayam Victoria,

Rajamundry.A.P..

Dear **Ms. Dayam Victoria,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Technical HR"** and invite you to join Techsosys family.

Your cost to the company (CTC) would be **Rs. 1,80,000** (One Lakh Eighty Thousand Only) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

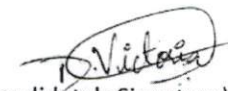
Thanking You.

For Techsosys India Pvt.Ltd



Murali T.  
Sr.Executive - HR

Employment, Offer Accepted



(Candidate's Signature)



## Letter of offer for Employment

Date: 13/12/2017

To:

Apoorva Bandi,

Mallepallai.

Dear **Ms Apoorva Bandi,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Technical HR"** and invite you to join Techsosys family.

Your cost to the company (CTC) would be **Rs. 1,80,000** (One Lakh Eighty Thousand Only) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd



Murali T  
Sr.Executive - HR

Employment, Offer Accepted



(Candidate's Signature)

## Letter of offer for Employment

Date: 13/12/2017

To:

Pantham Vandana

Geddanapalli.

Dear **Ms Pantham Vandana,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Technical HR"** and invite you to join Techsosys family.

Your cost to the company (CTC) would be **Rs. 1,80,000** (One Lakh Eighty Thousand Only) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd



Murali T.  
Sr.Executive - HR

Employment, Offer Accepted

P.Vandana  
(Candidate's Signature)



## Letter of offer for Employment

Date: 13/12/2017

To:

Praveen Jha,

Surampalem. A.p.

Dear **Mr. Praveen Jha,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of "**Technical Software Sales Engineer**" and invite you to join Techsosys family.Your cost to the company (CTC) would be **Rs. 4, 00,000 (Four Lakhs Only)** Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be review in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd



Employment, Offer Accepted

  
(Candidate's Signature)  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALAM - 533 437**

## Letter of offer for Employment

Date: 13/12/2017

To:

Vesalapu Satish,

Vizianagaram.

Dear **Mr. Vesalapu Satish,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Trainee Engineer"** and invite you to join Techsosys family.

Your cost to the company (CTC) would be Rs. 1,20,000 (One Lakh Twenty Thousand Only) Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

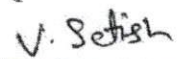

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India.Pvt.Ltd



Employment, Offer Accepted

  
(Candidate's Signature)  
**PRINCIPAL**  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 437



## Letter of offer for Employment

Date: 13/12/2017

To:

Mohammed Thofique Ahammad,

Chagallu Mandal.

Dear Mr. **Mohammed Thofique Ahammad,**

With reference to the discussions we had with you, we on behalf of Techsosys,

Are pleased to offer you the position of **"Trainee Engineer"** and invite you to join Techsosys family.Your cost to the company (CTC) would be **Rs. 1,20,000 (One Lakh Twenty Thousand Only)** Per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

On joining the company, you shall be on probation for Six Months. You will abide by the rules and regulations of the company as may be in force from time to time.

We welcome you aboard and the detailed appointment letter will be given to you at the time of joining.

The company looks for a long-term association with all its employees and expects the same from you.

Again, congratulations and welcome to the Techsosys Family.

Thanking You.

For Techsosys India Pvt.Ltd

  
Murali.T  
Sr. Executive, HR

Employment, Offer Accepted

  
(Candidate's Signature)  
**PRINCIPAL**  
**ADITYA ENGINEERING COLLEGE**  
**SURAMPALEM - 533 437**



### Offer Letter

24th January'18

Dear **Lakshmi Prasanna Duggirala,**

With reference to the interviews and subsequent discussions you had with us, we are pleased to offer you a career assignment with ValueMomentum. You will be designated as **"Software Engineer - Trainee", Grade -A1**. Please find enclosed the offer details.

You are requested to contact the Human Resources Department for further clarification if any. This Offer Letter is valid for you to join on or before **2<sup>nd</sup> July'18**.

**At the time of joining, you are required to submit the following:**

1. Photocopies of all certificates including birth certificate, academic qualifications
2. 8 Passport size photographs
3. Passport copy ( all pages)
4. Pan Card (Photo Copy)

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification.

Kindly note that your appointment is subject to the successful background verification and upon your enrolment in the National Skills Registry (NSR)

You are required to sign and return the duplicate copy of the offer letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with ValueMomentum Software Services Private Ltd.

Sincerely,

For **ValueMomentum Software Services Private Limited**

I accept the terms of this letter

Talent Acquisition Group

(Candidate's Signature)

Plot No.36 & 37, Survey No.115/1 & 115/2  
Financial District, Nanakramguda Village, Gachibowli  
Serilingampally Mandal, Hyderabad - 500032, Telangana



✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 500032



**Stack up details of Compensation**

**Name: Ms. Lakshmi Prasanna Duggirala,**

Components	Monthly Amount	Annual
Basic Salary	8250	99000
House Rent Allowance	3300	39600
Special Pay	6737	80840
Conveyance	1600	19200
Provident Fund Contribution	1800	21600
Gratuity ( payable as per gratuity act)	397	4760
<b>Flexible Benefits:</b>		
Sodexo	2500	30000
Medical	1250	15000
LTA	1667	20000
<b>Total</b>	<b>27500</b>	<b>330000</b>
<b>Total Annual Gross Salary</b>	<b>330000 (Rupees Three Lakhs Thirty Thousand Only)</b>	

<b>Deductions:</b>		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional tax	200	
Total Deductions	3800	
<b>Income Tax</b>	<b>As applicable</b>	

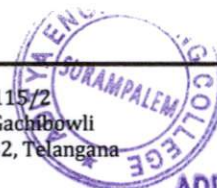
**Note:**

1. Deductions will be made towards Provident Fund, Professional Tax and Income tax as applicable.
1. You will be entitled to other benefits like Group Mediclaim Scheme and Group Personal Accident Insurance.

**Talent Acquisition Group**

**Candidate Signature**

Plot No.36 & 37, Survey No.115/1 & 115/2  
Financial District, Nanakramguda Village, Gachibowli  
Seriliangampally Mandal, Hyderabad - 500032, Telangana



*[Signature]*  
**PRINCIPAL**

**ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533 401**

S.No. 67  
14A91A04  
14A91A 0152

LOS No.	
CRM Name	Reg.
Contact No.	
Email	bps.campus@wipro.com

Date 17/Mar/18  
Name of College Aditya JNTUK

Dear VARADH JAYA SAI PAVAN KUMAR  
Congratulations on successfully clearing the Wipro Limited's selection process.

We are pleased to offer you a position as per the details below:

Designation "Associate"  
Date of Joining To be communicated

Please indicate your top 3 Locations for joining	
Delhi / NCR	
Kolkata	
Mumbai / Navi Mumbai	
Pune	
Hyderabad	✓

Please note that you may be required to undergo further assessments prior to your joining subject to business requirements.

You are required to indicate 3 preferences for your joining location. Your preference will be given priority subject to business requirements.

Your Letter of Intent would be emailed to you 10 days prior to the date of joining allocated to you. You may refer to the same for relevant information and salary details.

The salary package being offered to you ranges between Rs.1, 40,000 p.a - Rs.1, 80,000 p.a (Inclusive of Fixed + Variable components) depending upon your educational qualification, joining location and work experience, if any.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above mentioned details.

You may contact your Campus Relationship Manager for further information.

Looking forward to a long and mutually beneficial association

Yours faithfully,  
For Wipro Limited

I confirm the receipt of this letter



Sandesh Kumar  
Associate Vice President- Talent Acquisition



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM

Registered Office:  
Wipro Limited T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0258  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800



S NO. 70  
14A91A0174

LOS No.	
CRM Name	Raj. The
Contact No.	
Email	bps.campus@wipro.com

Date 17/Mar/18  
Name of College Aditya Engineering College  
Dear Chikata GIRISHA  
Congratulations on successfully clearing the Wipro Limited's selection process.

We are pleased to offer you a position as per the details below:

Designation "Associate"  
Date of Joining To be communicated

Please note that you may be required to undergo further assessments prior to your joining subject to business requirements.

You are required to indicate 3 preferences for your joining location. Your preference will be given priority subject to business requirements.

Your Letter of Intent would be emailed to you 10 days prior to the date of joining allocated to you. You may refer to the same for relevant information and salary details.

The salary package being offered to you ranges between Rs.1, 40,000 p.a - Rs.1, 80,000 p.a (Inclusive of Fixed + Variable components) depending upon your educational qualification, joining location and work experience, if any.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above mentioned details.

You may contact your Campus Relationship Manager for further information.

Looking forward to a long and mutually beneficial association

Yours faithfully,  
For Wipro Limited



Sandesh Kumar  
Associate Vice President- Talent Acquisition

I confirm the receipt of this letter

Registered Office:  
Wipro Limited T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0258  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020000



ADITYA ENGINEERING COLLEGE  
SURAMPALAM





## APPOINTMENT LETTER

September 24, 2018  
PUJYAM SATYA VEERA BHADRA SAI GANGADHARA SARMA  
H.NO:-5-156, Shivalayam Street, P Gannavaram  
East Godavari  
Andhra Pradesh -533240  
Resume ID # 2110984

Dear **PUJYAM SATYA VEERA BHADRA SAI GANGADHARA SARMA**

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

**1. Place of Employment and Timing.**

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

**2. Compensation and Benefits.**

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 56000 (FIFTY SIX THOUSAND Rupees Only)**. Other allowances / reimbursements as due to you are detailed in Annexure II.
- 2.2 You will be provided with a Comprehensive Medical Insurance and will be covered under the Group Personal Accident Insurance, while on Company business.
- 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
- 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

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

**4. Leaves:** You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

**5. Term:** Employment period shall commence on **September 24, 2018** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof.

You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.

During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria

**Registered Office:**

Wipro Limited  
Doddakannelli  
Banjara Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com

C : L32102KA1945/PLC02 Confidentiality Internal & Restricted





## Welcome Onboard !!!!

1 message

Satish Immadisetty <satish.immadisetty@zenq.com>  
To: kalki.lakkimsetti@gmail.com

Mon, 21 May 2018 at 12:22 pm

Dear **Manikanta**,

Welcome Onboard with **ZenQ!**

We wish you a long and fulfilling career with **ZenQ!**

We hope the following information will help you to go through our joining formalities with comfort and ease.

**Reporting on** : 11<sup>th</sup> June 2018, Monday

**Reporting Time** : 09:30 AM Sharp

**Reporting Address** : ZEN Quality Assurance Pvt Ltd, 03<sup>rd</sup> Floor (Level 1), ATRIA Building, An Ascendas IT Park, The V (VBIT Park),

Software Units Layout, Hitec City, Hyderabad 500081

Contact Person : Deepali Ravalkol

### Additional Document to carry

1. 3 passport color photographs.
2. 1 Set of All the documents and **All Original Certificates**

Regards,

Satish Kumar Immadisetty

Sr. Executive - Talent Acquisition

O +91-40-6687 2109

**ZENQ**



✓  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM - 533 4



bhavya mudunuru <bhavyamudunuru1997@gmail.com>

## Welcome Onboard !!!!

satish immadisetty <satish.immadisetty@zenq.com>

Mon, 30 Jul 2018 at 7:09 PM

To: bhavyamudunuru1997@gmail.com <bhavyamudunuru1997@gmail.com>

Dear **Bhavya**,

Welcome Onboard with **ZenQ!**

We wish you a long and fulfilling career with **ZenQ!**

We hope the following information will help you to go through our joining formalities with comfort and ease.

**Reporting on** : 01<sup>st</sup> August 2018, Wednesday

**Reporting Time** : 09:30 AM Sharp

**Reporting Address** : ZEN Quality Assurance Pvt Ltd, 1<sup>st</sup> Floor, ATRIA Building, An Ascendas IT Park, The V (VBIT Park),

Software Units Layout, Hitec City, Hyderabad 500081

Contact Person : Sayani Sarker

### Additional Document to carry

1. 3 passport color photographs.
2. 1 Set of All the documents and **All Original Certificates**

Regards,

Satish Kumar Immadisetty

Sr. Executive - Talent Acquisition

O +91-40-6687 2109



PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALAM - 533





## Offer Intent

15<sup>th</sup> Sep, 2017

Dear ..**BINDU BHARGAVI P**

### Sub: Offer of Employment

Congratulations! Pursuant to our discussions, we are delighted to extend you Offer of Intent with Zen Quality Assurance Private Limited ("Company").

You will be designated as Test Engineer and your gross annual salary will be **Rs.2,52,000**. Your employment with the Company will commence tentatively from July 02, 2018 at Hyderabad. However the exact Date of Joining will be informed to you in the 1<sup>st</sup> Week of June 2018.

This offer is subject to the following terms and conditions:

#### 1. Education

Your appointment is contingent upon successful completion of your Highest Qualification scoring 70% and above with no backlogs.

#### 2. Employment Agreement

1.1 You agree to work for the Company for at least Thirty (30) months from the date of your employment with us.

#### 3. Others

1.1 You need to adhere to the Company's policies, benefits and guidelines which are subject to change from time to time.

1.2 Change in your marital status/residential address etc., should be communicated to the HR Team to enable us to keep your records up to date and also for any future communications.

We thank you for your interest in Zen Quality Assurance Pvt. Ltd. and look forward to a mutually beneficial association.

*Lakshmi*

Lakshmi J Ajit  
Associate Vice President - HR



*Principal*  
PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM



**OFFER LETTER FOR JOINING**

**Dated: 14/03/2018**

**Subject: Offer of Appointment**

Dear **S.Pushpalatha**

It is our pleasure to welcome you to **Zenus Group**.

- 1) With reference to our discussions, we are pleased to offer you appointment in our organization as **RF Engineer** Further Your Salary will be 13,000 INR per month.
- 2) Company will provide the skills based training for **30 days (25 + 5)** before being a part of company, it may be minimum 7 days , so you should have to complete this period successfully, if you are not completed this period or not join this period or dropout in between the training because of any reason whatsoever, your employment will be cancelled itself without any Notice to You. No salary during this training period.
- 3) This Job is an field job, so you should have to relocate anywhere in India as per the guideline of the Company. After selection of trainee, trainee will be on probation period of 6 months. Engineer always climbs on the tower for taking the measurement of the tower in case of tower designing.
- 4) You should not have any backlog at the time of joining that is **1/may/ 2018**, if any backlog found at the time of joining your employment will be cancelled without any notice or compensation.
- 5) **Posting and liability for transfer:** initially you shall report for appointment at Roorkee and thereafter your place of posting would be decided based on the need of the company (**Anywhere in PAN India**).

**Note:** - The company shall have the right to transfer your services temporarily /Permanently to any other department, division and branch or to any other company under the **Zenus Group** like Zenus Infotech or to any client site in India or abroad where **Zenus** projects and under execution at the sole discretion of management.



PRINCIPAL  
Aditya Engineering College  
SURAMPALEM

- 6) You will be governed by the company rules relating to conduct, discipline and all the conditions of employment etc. that are applicable or may become applicable from time to time to the employees of the company.



# Zenus Group

ISO 9001:2008 Certified

- 7) You should produce sufficient proof of date of birth and educational qualification (i.e. Original mark lists & certificate along with photo copies thereof).
- 8) This Appointment is subject to you being medically fit for the aforesaid appointment by the company for which you will have to undergo a medical check-up as decided by the company and the decision of the company on the Name of Doctor/Venue and the medical report will be final. A Separate communication is being sent to you by the undersigned.
- 9) Your Continuation of appointment will be subject to your Furnishing such other information as the company may require from time to time and subject to your services being acceptable in the light of the information furnished and documents provided from time to time. All the selected students will be work with Zenus Infotech, that means on pay roll of Zenus Infotech.
- 10) If any declaration, statement or information given by you is at any time found to be false or untrue, or if any material information is suppressed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof.
- 11) If after you join the company's Services, it comes to the notice of the company that you had prior to joining the company's services committed any act of misconduct, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof, or if your services are not so terminated, you shall be liable to disciplinary measures and any penalty that may be imposed by the management.
- 12) No Travelling allowance will be paid to you on account of your journey undertaken for joining the services of the company for this appointment or any personal journey.
- 13) Be it clearly understood that no benefit of past services or any other similar benefit of any previous employment, in whatever form & Manner it may be, shall be available to you in this employment being offered pursuant to this letter.
- 14) You will carry your own Laptop along with you for learn the designing concept on designing software. Company will share Original Designing software to you, so you have to submit INR 8000 (**Refundable**) for the software Security. These 8000 rs will be Return to you after successfully Complete your Training Period Only with your first month salary. If any candidate not complete his training period & 1st month Job period, this amount is not refundable.



*Su. G. S.*  
PRINCIPAL  
Aditya Engineering College  
SURAMPALEM

# Zenus Group

ISO 9001:2008 Certified

15) Only appropriate courts Roorkee shall have sole jurisdiction to entertain the disputes that may arise out of this Offer Letter. No other Court shall have jurisdiction to entertain disputes that may arise out of this Offer Letter.

If the above terms and condition are acceptable to you, please return the duplicate of this letter duly signed in token of your acknowledgement and having accepted all the terms and condition mentioned herein. You are also advised to report for appointment at the company's office not later than **1/may/ 2018**.

If we do not receive your acceptance on this letter of appointment on or before **1/may/ 2018**, it will be construed that you are not interested in accepting this offer and the same shall stand automatically withdrawn without any further reference to you.

16) Till **1/may/ 2018** you must submit all original educational certificate (10th Mark sheet +12 Mark sheet and Engineering/Diploma Mark sheet & degree certificate) failing to which this appointment letter will be cancelled. Your Date of joining May be extended as per availability of projects.

I wish you all the very best and wish all success in your tenure with the company

**For Zenus Group.**

**Hunny Tyagi**

**Date:**

**Signature**

Note: this is computer generated offer letter, no need any signature & stamp.



PRINCIPAL  
Aditya Engineering College  
SURAMPALEM



**OFFER LETTER FOR JOINING**

**Dated: 14/03/2018**

**Subject: Offer of Appointment**

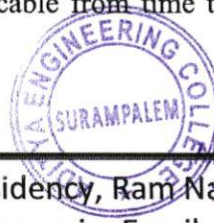
Dear **Chollangi Sai Venkat Chand**

It is our pleasure to welcome you to **Zenus Group**.

- 1) With reference to our discussions, we are pleased to offer you appointment in our organization as **Design Engineer** Further Your Salary will be 13,000 INR per month.
- 2) Company will provide the skills based training for **30 days (25 + 5)** before being a part of company, it may be minimum 7 days , so you should have to complete this period successfully, if you are not completed this period or not join this period or dropout in between the training because of any reason whatsoever, your employment will be cancelled itself without any Notice to You. No salary during this training period.
- 3) This Job is an field job, so you should have to relocate anywhere in India as per the guideline of the Company. After selection of trainee, trainee will be on probation period of 6 months. Engineer always climbs on the tower for taking the measurement of the tower in case of tower designing.
- 4) You should not have any backlog at the time of joining that is **1/may/ 2018**, if any backlog found at the time of joining your employment will be cancelled without any notice or compensation.
- 5) **Posting and liability for transfer:** initially you shall report for appointment at Roorkee and thereafter your place of posting would be decided based on the need of the company (**Anywhere in PAN India**).

**Note:** - The company shall have the right to transfer your services temporarily /Permanently to any other department, division and branch or to any other company under the **Zenus Group** like Zenus Infotech or to any client site in India or abroad where **Zenus** projects and under execution at the sole discretion of management.

- 6) You will be governed by the company rules relating to conduct, discipline and all the conditions of employment etc. that are applicable or may become applicable from time to time to the employees of the company.



PRINCIPAL

# Zenus Group

ISO 9001:2008 Certified

15) Only appropriate courts Roorkee shall have sole jurisdiction to entertain the disputes that may arise out of this Offer Letter. No other Court shall have jurisdiction to entertain disputes that may arise out of this Offer Letter.

If the above terms and condition are acceptable to you, please return the duplicate of this letter duly signed in token of your acknowledgement and having accepted all the terms and condition mentioned herein. You are also advised to report for appointment at the company's office not later than **1/may/ 2018**.

If we do not receive your acceptance on this letter of appointment on or before **1/may/ 2018**, it will be construed that you are not interested in accepting this offer and the same shall stand automatically withdrawn without any further reference to you.

16) Till **1/may/ 2018** you must submit all original educational certificate (10th Mark sheet +12 Mark sheet and Engineering/Diploma Mark sheet & degree certificate) failing to which this appointment letter will be cancelled. Your Date of joining May be extended as per availability of projects.

I wish you all the very best and wish all success in your tenure with the company

**For Zenus Group.**  
**Hunny Tyagi**

**Date:**

**Signature**

**Note: this is computer generated offer letter, no need any signature & stamp.**



20/5

PRINCIPAL  
ADITYA ENGINEERING COLLEGE  
SURAMPALEM, 533 437

Head Office: 2nd floor, Near Hotel Deep Residency, Ram Nagar chowk, Roorkee  
Ph. No- 01332-261250, Web- [www.zenusgroup.in](http://www.zenusgroup.in), Email- [hr@zenusgroup.in](mailto:hr@zenusgroup.in)