



To,

Garikapogula Saraswathi

1-1-51/44, Banjara Colony, Kapra, Near Old Municipal Office, Secunderabad, Kusaiguda,  
Hyderabad, Telangana-500061

Dear Garikapogula Saraswathi,

We are pleased to appoint you as "Associate Priority Relationship Manager" in the "HDFC Bank Relationship" Department at Nacharam Location of Aditya Birla Sunlife Insurance ("Company"). Your appointment is effective from your Date of Joining i.e. 06/09/2021. ("DOJ")

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached Annexure "A". The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. In addition to your fixed pay, you will be covered under the Sales Incentive Plan. The payout will be based on your performance and dependent on parameters that are defined under the Sales Incentive Plan from time to time.

2. Your compensation may be revised from time to time in accordance with Company's policies.

**Probation, Confirmation & Separation:**

3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you on your joining. This will be based on your performance and dependent on parameters that are defined under the Sales Progression Plan from time to time.

4. Initially you will be on probation for a period of 6 (six) months from the Date of Joining the Company. Your services will be confirmed on successful completion of New Hire Goalsheet as mentioned in Annexure "B", else you would continue in probation till such time as your services are either confirmed in writing or terminated as per clauses below.

Private and Confidential

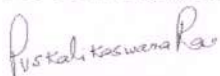
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7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR 15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **February 04, 2019** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **Chitrangda Parihar at 9:00 AM** to complete the joining formalities at **Tech Mahindra Ltd., Plot No 01, Rajiv Gandhi Infotech Park, Phase 3, Hinjewadi, Pune, Special Economic Zone, Pune-411057 Maharashtra, India**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **RV00508657@TechMahindra.com** by **February 04, 2019**

For Tech Mahindra Limited




**Venkat Paturi**  
**Head - Resource Management Group**

**Encl: Annexure-A & B** (Salary Structure), **Annexure-C** Important / Indicative Terms & Conditions of Employment, **Annexure-D** Check List of Documents, **Annexure-E** Confidentiality Agreement, **Annexure-F** Medical Self Declaration, **Annexure G** Intellectual property Assignment, **Annexure-H** - General Covenant, **Annexure - I** Acknowledgement, **Annexure J** Indemnity bond

Date:

Signature:  
**Ms. Proddhaturi Vandhana**



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## ANNEXURE - A

NAME	Ms. Proddhaturi Vandhana	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	Pune	
	<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in INR)
	BASIC (@30% OF TOTAL FIXED PAY)	67,712
	HRA (@50% OF BASIC)	33,856
	BONUS / STATUTORY BONUS	24,000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8,125
	FLEXIBLE COMPONENTS OF TFP	92,013
	<b>TOTAL FIXED PAY..... (A)</b>	<b>2,25,706</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>25,079</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>9,215</b>
	GRATUITY	3,257
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAL)	5,958
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>260,000</b>

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12,000
Meal Card	26,400

(Contd...)

  
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## ANNEXURE A (Contd...)

### 3. **Additional Benefits:** Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.


### 4. **Deductions:**

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited,



Venkat Paturi  
Head - Resource Management Group

  
Principal  
Megha Inst.Of Engg.& Tech for Women  
EduLabad(v) Ghatkesar (M), Medchal Dist T.S-501301

## ANNEXURE - B

NAME	Ms. Proddhaturi Vandhana	
TITLE	Associate Software Engineer	
BAND	U1	
LOCATION	Pune	
	<b>COMPONENTS</b>	<b>Per Annum (All figures in INR)</b>
	BASIC (@30% OF TOTAL FIXED PAY)	85,037
	HRA (@50% OF BASIC)	42,519
	BONUS / STATUTORY BONUS	24,000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10,204
	FLEXIBLE COMPONENTS OF TFP	1,21,695
	<b>TOTAL FIXED PAY.....(A)</b>	<b>2,83,455</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>31,496</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>10,049</b>
	GRATUITY	4,091
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAL)	5,958
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>325,000</b>

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12,000
Meal Card	26,400

(Contd...)

  
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## ANNEXURE B (Contd...)

### 3. Additional Benefits: Associates shall be eligible for below mentioned benefits:

- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
- b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
- c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.

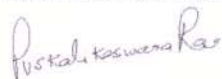
### 4. Deductions:

- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
- b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.


#### Notes:

1. Bonus / Statutory Bonus, if applicable as per The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly instalments in advance
2. For purpose of contribution to PF, Gratuity, Superannuation, if any, and encashment of leave, notice period etc., computations will be on Basic Pay.
3. Total Variable Pay (TVP) amount mentioned is maximum amount based on 100% performance; Final payout of TVP will be as per Variable Pay Policy applicable for the Financial Year and actual performance. In addition to above, Associates carrying Individual Revenue Targets (Sales, Relationship Management etc.) will be covered by the 'Performance Bonus Policy' or 'Sales Incentive Policy', as applicable.
4. Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.
5. Gratuity shall apply as per the 'Payment of Gratuity Act 1972'

For Tech Mahindra Limited



Venkat Paturi  
Head - Resource Management Group



Principal  
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## ANNEXURE - C

### 1. Terms and Conditions

#### a) Code of Conduct.

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

#### b) Secrecy

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

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

#### c) Conflict of Interest

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

#### d) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

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

e) **Exclusivity of Services, Publications, Gifts/Anti-bribery**

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

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

You hereby covenant and undertake that you will:

- not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favor or disfavor to any person or persons in relation to such performance.

f) **Confidentiality / Non-Disclosure**

You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.

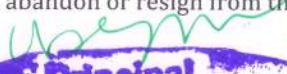
- i) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- ii) All software, systems, ideas,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

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

g) **Mandatory Period of Service**

In consideration of impartation of training, you shall work in the Company at least for the mandatory period as mentioned below.

During such period of training (including on the job training) and Mandatory Period of Service of **24 (Twenty Four)** months from the date of your joining, you shall not leave, abandon or resign from the services of the Company.

  
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In the event of:

- i) Yourself leaving, abandoning or resigning from the services of the Company
- or
- ii) Your services being terminated by the Company for nonperformance, breach of any of the terms & conditions of your service or for any other reason whatsoever,

During the above-mentioned period of training of 24 (twenty four) months of mandatory period of service from the date of your joining, you shall be liable to follow the terms and conditions mentioned in the Indemnity Bond. You are required to execute the Indemnity Bond on **INR 500 (Rupees Five Hundred)** Stamp Paper and submit the same at the time of joining.

## 2. Assignments/Transfer/Deputation

On completion of your training period, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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

## 3. Termination of Employment

- i) **Training Period:** During the initial training period as mentioned in Offer letter, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services without notice.
- ii) Either party can terminate this employment by serving a notice of **90 days** on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- iii) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- iv) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- v) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

  
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- vi) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- vii) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3** herein above on the grounds of misrepresentation of facts.
- viii) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- ix) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is misstated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to forthwith terminate your employment as per the procedure mentioned in **Clause 3** herein above and/or revoke your appointment with The Company, without further reference in the matter.

#### 4. Statement of Facts

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

  
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## 5. Company Policies

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

## 6. Personal Indebtedness

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

## 7. Restraints

### Access to Information

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

### Authorization

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

### Smoking

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

### Passwords

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

### Unauthorized Software

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

### Security

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

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

  
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a) **Destroying Papers & Material**

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

b) **Use of Company Resources**

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

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

8. **Overseas Service Agreement**

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

9. **Intellectual Property Rights**

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

You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. **Jurisdiction**

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

11. **Retirement**

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

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

  
**Principal**  
**Megha Inst.Of Engg.& Tech for Women**  
Edulabad(y) Ghatkesar (M), Medchal Dist T.S-501301

12. **General**

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

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies, you may be required to work on 24\*7 project on shift basis if required and your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure - C** and I hereby accept and agree to abide by them.


Name in full : Ms. Proddhaturi Vandhana

Signature :

Address :

Date :

Place :

  
**Principal**  
**Megha Inst. Of Engg. & Tech for Women**  
EduLabad(y) Ghatkesar (M), Medchal Dist T.S-501301

## **ANNEXURE - D - Checklist of Documents**

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**.

- (a) Certificates supporting your educational qualifications along with marks sheets - **Three** copies each
- Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents – if any
- (b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed
- (c) **Five** passport-sized color photographs with white background
- (d) **Valid Passport**  
Please submit copy of the valid Passport (front and back pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- (e) **PAN Card and Proof of PAN Number**  
You **MUST** carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- (f) **Aadhaar Card**  
You **MUST** carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgment as issued by the authorities.
- (g) **Indemnity Bond**  
Print only the first page of **Annexure J** on a Stamp Paper of **INR 500/-** and rest of the pages on plain white paper. Have one Surety (Blood relations i.e. father/mother/elder brother/sister with independent income only) sign at the designated space on the last page of the Bond. Tech Mahindra will have a Notary available on the day of joining at joining location to facilitate notarization of Bond. These services will be chargeable and payable directly to the Notary by you. Should you desire to get the Bond notarized on your own, you may do so. In case of non-availability of Notary at joining location, you will be guided by the Joining Team on further action.

**Note:** -The Bond has to be notarized as on the date of joining. Please **DO NOT** get a pre-notarized bond.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

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

  
**Principal**  
**Megha Inst. Of Engg. & Tech for Women**  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

## ANNEXURE - E - Confidentiality Agreement

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

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

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
- The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
- I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited officials or the expressed written authorization of the third party owner.
- Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited upon termination of my employment.
- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.

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

Name : **Ms. Proddhaturi Vandhana**  
Signature :  
Date :

  
**Principal**  
**Megha Inst. Of Engg. & Tech for Women**  
Edulabad(y) Ghatkesar (M), Medchal Dist T.S-501301

**ANNEXURE - F - Medical Self-Declaration**

**MEDICAL DECLARATION FORM**

Applicant ID *(To be filled by HR)*

Associate ID *(To be filled by HR)*

First Name:

Last Name:

Gender: Male / Female

Date of birth (DD/MM/YYYY)

Blood Group

**Candidate's Medical History:**

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



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

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

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

**Candidate's Declaration:**


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

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

(DD/MMM/YYYY)

  
**Principal**  
 Megha Inst.Of Engg.& Tech for Women  
 Edulohad(V) Chhatkeri (M) Dist. Warangal

## ANNEXURE - G - Intellectual Property Assignment

Associate Name: **Ms. Proddhaturi Vandhana**

Associate ID:

Date:

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

### a) **Intellectual Property Assignment**

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

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

### b) **Restrictions after Termination**

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

WITNESSED

ACCEPTED

  
**Principal**  
Megha Inst.Of Engg.& Tech for Women  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

## ANNEXURE H

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

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

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.
2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.
3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.
4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

  
**Principal**  
Megha Inst. Of Engg. & Tech for Women  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

- a) Because it may not be clear to associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.
- b) Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c) In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.
- d) In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

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

5. **Ownership of Work Product:** Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.
6. **Partial Restriction on Post-Termination Competition:** Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

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

- a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the 12 months period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest;
- b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

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

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

9. **Damages and Remedies:** I acknowledge and agree that if violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in **Section 13** for the liquidated damages specified in **Section 6** above and (2) a violation of this Agreement is likely to cause severe and irreparable Cause injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited. shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

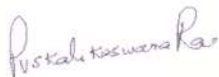
10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.
11. **Entire Agreement:** This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.
12. **Binding Effect:** This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited (together with their successors and assigns).
13. **Choice of Law:** This Agreement will be governed and controlled in all respects by the laws of India.
14. **Choice of Forum:** The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

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

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

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

For and on Behalf Of  
**Tech Mahindra Limited**



**Venkat Paturi**  
Head - Resource Management Group

Signature

\_\_\_\_\_  
**(Ms. Proddhaturi Vandhana)**



**Principal**  
**Megha Inst. Of Engg. & Tech for Women**  
EduLabad(v) Ghatkesar (M), Medchal Dist T.S-501301

### ANNEXURE - I - Acknowledgement

This acknowledgment shall be attached to and considered part of the employment agreement executed this date by and between Tech Mahindra Ltd "Company" and the **Ms. Proddhaturi Vandhana** "Employee".

The Employee recognizes, understands and specifically agrees to the restrictive covenant contained in the foregoing agreement. The Employee further acknowledges that said restrictive covenant and the territorial limitations set forth therein is reasonable.

I understand that my employment with the Company is absolutely conditioned upon execution of this Acknowledgment and agreement. I have fully read, understood and agree to be bound by the attached agreement and this Acknowledgment. I, **Ms. Proddhaturi Vandhana** hereby further acknowledge and confirm that I have read and understood the foregoing agreement. I understand that I have the right and the time to have this agreement reviewed by Advocate of my choice but has declined to do so.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Employee has set his or her hand on this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), and hereby acknowledges, understands and agrees to the above.

[ Name & Signature ]

Witness/ Notary Public: \_\_\_\_\_

  
**Principal**  
**Megha Inst. Of Engg. & Tech for Women**  
Edulabad(y) Ghatkesar (M), Medchal Dist T.S-501301

## Annexure - J - Indemnity Bond With Surety

This Indemnity is made and executed at <<Joining Location>> on this << Joining Date>> day of << Joining Month>> << Joining Year>> by Mr. /Ms. /Mrs. << Name >> age <<Age>> S/o Mr. <<Father's Name>> a permanent resident of <<Address>> \*hereinafter called "Employee" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the first part

AND

Mr. <<Name of Surety>> age <<Age>> S/o Mr.<< Father's Name of Surety>> a permanent resident of << Surety Address>> [hereinafter called "Surety" which expression shall, unless repugnant to the context or meaning thereof, mean and include his heirs, legal representatives, administrators, executors and assigns] the party of the second part,


**IN FAVOUR OF Tech Mahindra Limited**, a company incorporated under the Companies Act, 1956 and having its Corporate Office at Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India [hereinafter called "**Tech Mahindra**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors-in-interest and permitted assigns].

**WHEREAS** the **Employee** has been selected for appointment as \_\_\_\_\_ in the Band \_\_\_\_\_ in the service of Tech Mahindra.

**AND WHEREAS** an Offer of Appointment containing the terms and conditions of the appointments has already been issued to the **Employee** vide letter No \_\_\_\_\_ dated \_\_\_\_\_ of **Tech Mahindra**.

**AND WHEREAS** the acceptance of the terms and conditions of the appointment has already been communicated to **Tech Mahindra** on \_\_\_\_\_ by the **employee**.

**AND WHEREAS** one of the terms and conditions of the appointment is that the Employee shall undergo an initial training programme called Entry Level Integrated Training and Enablement (hereinafter referred as ELITE) which may also include the project specific training/s and would be subsequently placed on assignments relating to various projects of Tech-Mahindra. The Employee shall serve Tech Mahindra for a minimum period of **twenty four (24)** months from the date of joining of the Employee and execute an indemnity with surety in favour of **Tech Mahindra**.

  
**Principal**  
Megha Inst.Of Engg.& Tech for Women  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-5.



NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment subject to which **Tech Mahindra** has agreed to give appointment to the Employee, the Employee **hereby** undertakes to undergo the Initial Training Programme as provided by **Tech Mahindra** without any interruption whatsoever and serve **Tech Mahindra**, on its various projects at any location, in India or abroad, for a minimum period of **twenty four (24)** months from the date of joining.
2. The **Employee** hereby undertakes to devote his/her full time and attention to the business of **Tech Mahindra** with due care, skill and diligence. The **Employee** further undertakes to use his/her best efforts in the performance of his/her duties and responsibilities and abide by the rules and regulations of **Tech Mahindra**.
3. The **Employee** hereby undertakes to honor the commitment made by **Tech Mahindra** to its customer/s for completion of any project/s and further undertakes not to abandon any project before its completion.
4. The party of the Second Part i.e. \_\_\_\_\_ agrees to stand as Surety for the due performance of the obligation of the **Employee** under this agreement of indemnity. **In case of breach of the terms of this indemnity by the Employee and** failure to indemnify Tech Mahindra, the Surety shall be jointly and severally liable to pay the aforesaid amount of **INR 100,000/- (Rupees One lakh only)** to **Tech Mahindra** with an interest at the rate as specified herein below, immediately on demand.
5. **The Employee further agrees and undertakes that in case, he/she commits breach of the above conditions and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service as per rules/regulations, by Tech Mahindra, he/she shall pay an amount of INR 100,000 (Rupees One lakh only) with the interest thereon @ 15% per annum from the date of breach of the above till the payment thereof, as liquidated damages/cost of training including on the job training, the expenses which Tech Mahindra has incurred/may have to incur in recruiting another employee in his/her place, and also on account of business loss suffered/to be suffered by Tech Mahindra during intervening period. The employee and surety agree that assessment of liquidated damages as assessed as INR 100,000 (Rupees One lakh only) are reasonable, which they both agree to pay jointly and severally, on demand made by Tech Mahindra.**
6. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the **Employee** to continue in the service of **Tech Mahindra** for the aforesaid term of **twenty four (24)** months, and Tech Mahindra shall always have the right to take appropriate action against the **Employee** as per terms of the appointment letter and/or the rules and regulations of **Tech Mahindra** as applicable, in case of commission of any misconduct by the **Employee**.
7. The amount specified above shall constitute a debt owing to **Tech Mahindra** and shall be recoverable from the **Employee** and the Surety jointly and severally with interest thereon at the rate specified above till the payment thereof.

  
**Principal**  
Megha Inst. Of Engg. & Tech for Women  
Edutabad(v) Ghatkesar (M), Medchal Dist T.S-501301

**IN WITNESS whereof, the EMPLOYEE & the SURETY have put their signatures in the presence of the witnesses.**

Signed and delivered by the Party of the first part i.e. the Employee having read and understood the contents/terms of this Indemnity Bond

**Name of First Part:**

**Sig:**

Signed and delivered by the Party of the second part i.e. the Surety having read and understood the contents/terms of this Indemnity Bond

**Name of Surety:**

**Sig:**

S/d by:-

1. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS:

2. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS

  
**Principal**  
**Mogha Inst. Of Engg. & Tech for Women**  
Edutabad (v) Ghatkesar (M), Medchal Dist T.S-501301

Ref: 731080/1667262/Fr Non ELTP/PSS

February 02, 2019

Ms. Proddhaturi Vandhana  
Amarnath Boys Hostel, SR Nagar  
ar 500038  
Mobile: 9701099360

**Subject: Offer of Appointment**

Dear Ms. Proddhaturi Vandhana,

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

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme(as Fr-Non-ELTP)**.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement(ELITE)**" will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.

**Principal**  
**Megha Inst. Of Engg. & Tech for Women**  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301



CYIENT

Date: 15-Mar-2022

Personal & Confidential

Divya Sudagani (C659369)

**Offer of Apprenticeship**

Dear Divya Sudagani ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

To help Cyient meet its accelerated growth plan, we are delighted to offer you the position of **Trainee Apprentice** to join Cyient (referred to as Cyient or the Company) in this journey.

Duration of this assignment shall be for 12 months (twelve months) from the date of joining and is expected to extend or decrease, based on the company needs. You shall be intimated time to time on any changes in the assignment.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of apprentice to initiate the on-boarding process.

**Start date:** On 17-Mar-2022

**Place of Work:** Hyderabad, Uppal

**Address:** SEZ Arena Town Center, Block No. 1, Plot No. 6, Survey No-1, IDA Uppal,, Hyderabad- 500039, Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Talent Acquisition SPOC Suresh Gunari and Email - [suresh.gunari@cyient.com](mailto:suresh.gunari@cyient.com)

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

Annexures:

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

B. Divya  
Trainee Apprentice Signature



## Annexure - 1

Components	Description	Monthly (INR)	Yearly (INR)
Stipend	First 6 months (A)	13,000	
	After completion of 6 months (B)	14,000	
	Overall CTC (A+B)		1,62,000
<b>Special Allowances</b>			
*Productivity Linked Performance (PLI)	Paid every 3 months in 4 equal installments based on performance, post completion of training		Upto 25,000
Special Stipend	Paid every 6 months in 2 equal installments		13,000
	<b>Full year Potential earnings</b>		200,000

\* **PLI** - You will be eligible for productivity linked incentive (PLI) post completion of training which has a maximum earning potential of INR 6,250 per quarter in addition to monthly stipend. The PLI will be based on your performance.

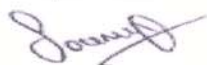
Company reserves the right to amend certain terms and conditions of PLI from time to time to cope with the changing business needs and environment which shall be communicated appropriately.

**Benefits**

- You are eligible for annual leaves as per the Cyient policy
- You and your family are eligible for Employee State Insurance (ESI)
- Subsidized office transportation

**Note:** Your performance shall be reviewed on completion of one year, basis which you could be considered for a full-time employment with Cyient. The gross salary for a full-time employment based on your role will vary from INR 2,50,000 – INR 2,75,000 per annum. In addition to the compensation you will also be eligible for PLI, allowances and other benefits.

For Cyient Ltd.



Soumya Pola

Senior Manager - HR

  
Principal  
Megha Inst. Of Engg. & Tech for Women  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

B. Divya  
Trainee Apprentice Signature

  
Principal  
Megha Inst. Of Engg. & Tech for Women  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

## CYIENT

### Annexure 2

#### List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
  
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  
- Four Passport size photographs(Recent)

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



**Soumya Pola**  
**Senior Manager - HR**

**Internal Reference: JR-027247**

  
**Principal**  
**Megha Inst.Of Engg.& Tech for Women**  
**Eduabad(v) Ghatkesar (M), Medchal Dist T.S-501301**

Annexure 3

Terms and conditions

**1. Compensation**

As detailed in Annexure 1

**2. Education Qualification**

This offer of apprenticeship to you is made based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

**3. Transfer & Deputation**

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**4. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time-to-time.

**5. Applicability of changes in the general terms and conditions of apprenticeship and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

**6. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**7. Leave**

You will be governed by the Cyient annual leave policy that is in force from time-to-time.

**8. Medical Examination**

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**9. Dress Code**

While at work you are a brand ambassador for Cyient, and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

**10. Performance Review**

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for Apprentices which is operational in the company.

  
**Principal**  
  
**Trainee Apprentice Signature**  
  
**Principal**

## CYIENT

### 11. Declarations & Information

This offer of apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this apprenticeship is liable to be terminated.

### 12. Associate's Non-Disclosure agreement

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

### 13. Non-solicitation:

During the term of apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice or independent contractor associated with the Company to terminate or breach an apprenticeship, contractual or other relationship with the Company.

### 14. Termination of Apprenticeship

Either party can terminate this contract of apprenticeship without giving any reasons thereof subject to a minimum of one month's notice period (in writing). However, company reserves the right to pay one month's stipend in lieu of the notice period and terminate the contract with immediate effect.

### 15. Dismissal.

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

### 16. Voluntary Abandonment

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.

### 17. Surrender of Company assets and Exit Process.

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your apprenticeship before separation from the Company.

### 18. Travel

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

### 19. Contact information

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your apprenticeship. Any communication sent to the last informed address is deemed as served.

### 20. Jurisdiction

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of apprenticeship.

  
Principal  
Megha Inst. Of Engg. & Tech for Women  
Edulabad(v) Ghatkhesar (M) Medchal Dist. T.S-501301  
Principal  
Megha Inst. Of Engg. & Tech for Women  
Edulabad(v) Ghatkhesar (M) Medchal Dist. T.S-501301  
Trainee Apprentice Signature



CYIENT

**21. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous apprenticeship/employment and felony records.

**22. Extension of apprenticeship.**

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date: 15/03/2022

Place: Boduppal.

B. Divya  
Trainee Apprentice Signature

  
Principal  
Megha Inst. Of Engg. & Tech for Women  
Eduabad(v) Ghatkesar (M), Medchal Dist T.S-501301

Dear Rallapally,

Congratulations and welcome to the Wipro Family! We are committed to provide you a great onboarding experience.

Your employee ID is 20321393, your date of joining is January 07, 2022.

As a part of your onboarding, we request you to log in to the Wipro Webmail and myWipro. Please follow the below steps to successfully log in and acquaint yourself with the Wipro world:

  
**Principal**  
Megha Inst.Of Engg.& Tech for Women  
Edutabad(v) Ghatkesar (M), Medchal Dist T.S.R.



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195492964/Chennai**  
**Date: 04/12/2021**

Ms. Sravani Chityala  
1-10-71/1/2/8, Autonagar Colony, 1st Floor Autonagar,  
Welcome Board,  
Medak-502109,  
Telangana.  
Tel# 91-8185090510

Dear Sravani Chityala,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20195492964**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 092  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Narima Point, Adambai Nagar, Chennai 600 021  
TCS Careers Service Line: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**Principal**

**Megha Inst. Of Engg. & Tech for Women**  
Eduabad(V) Ghatesar (M), Medchal Dist T.S-501301

ch. Sravani  
1



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/965

## Offer Letter

**Ms. ANNOJU SARALA**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 17<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter.  
Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
6. Confidentiality : You are requested to maintain confidentiality on all aspects of the letter of offer all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the company. Sharing of this information will result withdrawal of your letter of offer.

A detailed appointment letter will be issued to you soon after you joined the company. As informed earlier during the pre-placement session, you are required to sign a service agreement with **Cyberaegis IT Solutions Pvt. Ltd** on the day of joining & submitted to **Cyberaegis IT Solutions Pvt. Ltd**. This offer is only valid subject to the fulfillment of all the below listed conditions, you should not have any outstanding or arrears in your academics as on the date of joining. The company reserves right to terminate your services with immediate effect, if any the above conditions are violated. We request you to submit your original certificates on the date of joining. We look forward to having you on board with our Team

Sincerely Yours

**Nisha Reddy**

(HR Manager)



I hereby Accept the above offer

**ANNOJU SARALA**

Principal  
Megha Inst. of Engg. & Tech. for Women  
E. Indrabad (V), Ghatkesar (M),  
Medchal Dist, T.S-501 301.



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/974

## Offer Letter

**Ms. CEEKURI SHASHIKALA**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 17<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter. Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
6. Confidentiality : You are requested to maintain confidentiality on all aspects of the letter of offer all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the company. Sharing of this information will result withdrawal of your letter of offer.

A detailed appointment letter will be issued to you soon after you joined the company. As informed earlier during the pre-placement session, you are required to sign a service agreement with **Cyberaegis IT Solutions Pvt. Ltd** on the day of joining & submitted to **Cyberaegis IT Solutions Pvt. Ltd**. This offer is only valid subject to the fulfillment of all the below listed conditions, you should not have any outstanding or arrears in your academics as on the date of joining. The company reserves right to terminate your services with immediate effect, if any the above conditions are violated. We request you to submit your original certificates on the date of joining. We look forward to having you on board with our Team

Sincerely Yours

**Nisha Reddy**

(HR Manager)



I hereby Accept the above offer

**CEEKURI SHASHIKALA**

Principal

Megha Inst. of Enigg. & Tech. for Women  
Enjalabad (V), Ghatkesar (M),  
Medchal Dist, T.S-501 301.



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/973

## Offer Letter

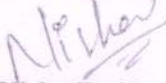
**Ms. BOLLAM VAISHNAVI**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 17<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter.  
Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
6. Confidentiality : You are requested to maintain confidentiality on all aspects of the letter of offer all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the company. Sharing of this information will result withdrawal of your letter of offer.

A detailed appointment letter will be issued to you soon after you joined the company. As informed earlier during the pre-placement session, you are required to sign a service agreement with **Cyberaegis IT Solutions Pvt. Ltd** on the day of joining & submitted to **Cyberaegis IT Solutions Pvt. Ltd**. This offer is only valid subject to the fulfillment of all the below listed conditions, you should not have any outstanding or arrears in your academics as on the date of joining. The company reserves right to terminate your services with immediate effect, if any the above conditions are violated. We request you to submit your original certificates on the date of joining. We look forward to having you on board with our Team

Sincerely Yours


  
Nisha Reddy

(HR Manager)



I hereby Accept the above offer

**BOLLAM VAISHNAVI**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
Enclave (V), Ghatkeer (M),  
Medchal Dist, T.S-501 301.



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/971

## Offer Letter

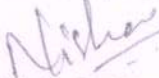
**Ms. B MONIKA GOUD**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 17<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter.  
Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
6. Confidentiality : You are requested to maintain confidentiality on all aspects of the letter of offer all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the company. Sharing of this information will result withdrawal of your letter of offer.

A detailed appointment letter will be issued to you soon after you joined the company. As informed earlier during the pre-placement session, you are required to sign a service agreement with **Cyberaegis IT Solutions Pvt. Ltd** on the day of joining & submitted to **Cyberaegis IT Solutions Pvt. Ltd**. This offer is only valid subject to the fulfillment of all the below listed conditions, you should not have any outstanding or arrears in your academics as on the date of joining. The company reserves right to terminate your services with immediate effect, if any the above conditions are violated. We request you to submit your original certificates on the date of joining. We look forward to having you on board with our Team

Sincerely Yours


  
Nisha Reddy

(HR Manager)



I hereby Accept the above offer

**B MONIKA GOUD**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
Enclave (V), Ghatkesar (M),  
Medchal Dist, T.S-501 301.



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/970

## Offer Letter

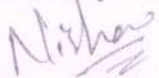
**Ms. A DHANALAXMI**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 17<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter.  
Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
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Sincerely Yours

  
Nisha Reddy  
(HR Manager)



I hereby Accept the above offer

**A DHANALAXMI**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
Entolabad (V), Ghatkesar (M),  
Medchal Dist, T.S-501 301.





# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/969

## Offer Letter

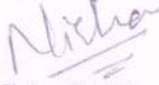
**Ms. GUNTI SOWMYA SREE**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 16<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter.  
Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
6. Confidentiality : You are requested to maintain confidentiality on all aspects of the letter of offer all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the company. Sharing of this information will result withdrawal of your letter of offer.

A detailed appointment letter will be issued to you soon after you joined the company. As informed earlier during the pre-placement session, you are required to sign a service agreement with **Cyberaegis IT Solutions Pvt. Ltd** on the day of joining & submitted to **Cyberaegis IT Solutions Pvt. Ltd**. This offer is only valid subject to the fulfillment of all the below listed conditions, you should not have any outstanding or arrears in your academics as on the date of joining. The company reserves right to terminate your services with immediate effect, if any the above conditions are violated. We request you to submit your original certificates on the date of joining. We look forward to having you on board with our Team

Sincerely Yours

  
Nisha Reddy  
(HR Manager)



I hereby Accept the above offer

**GUNTI SOWMYA SREE**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
E. Madhav (V), Ghatkesar (M),  
Medchal Dist, T.S-501 301.



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/968

## Offer Letter

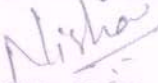
**Ms. ERUGURALA POOJARANI**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 16<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter. Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. 2,40,000/- (Two lakh Forty thousand rupees Per annum).
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Sincerely Yours

  
Nisha Reddy

(HR Manager)



I hereby Accept the above offer

**ERUGURALA POOJARANI**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
Enticement (M), Ghatkesar (M),  
Medchal Dist, T.S-501 301.



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/967

## Offer Letter

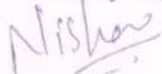
**Ms. ELLANDULA SUSHMA**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 16<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter. Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
6. Confidentiality : You are requested to maintain confidentiality on all aspects of the letter of offer all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the company. Sharing of this information will result withdrawal of your letter of offer.

A detailed appointment letter will be issued to you soon after you joined the company. As informed earlier during the pre-placement session, you are required to sign a service agreement with **Cyberaegis IT Solutions Pvt. Ltd** on the day of joining & submitted to **Cyberaegis IT Solutions Pvt. Ltd**. This offer is only valid subject to the fulfillment of all the below listed conditions, you should not have any outstanding or arrears in your academics as on the date of joining. The company reserves right to terminate your services with immediate effect, if any the above conditions are violated. We request you to submit your original certificates on the date of joining. We look forward to having you on board with our Team

Sincerely Yours



Nisha Reddy

(HR Manager)



I hereby Accept the above offer

**ELLANDULA SUSHMA**

  
Principal

Megha Inst. of Engg. & Tech. for Women  
Entolabad (V), Ghatkesar (M),  
Medchal Dist, T.S-501 301.



# Cyberaegis IT Solutions Pvt.Ltd.

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

CADS/0418/HRD/966

## Offer Letter

**Ms. BOMMERA SHRAVANI**

Refer to your interview with our company, we are pleased to offer of employment with us and this letter sets forth the terms of appointment.

1. Designation : Jr. Software Engineer
2. Place of Posting : Hyderabad.
3. Date of joining : 16<sup>th</sup> April, 2018
4. Background Checks : Your appointment is subject to background check clearance in all aspects, any Discrepancies in the background check will lead to withdrawal of the offer letter.  
Our HR Team let you know the final status of your check once it is completed.
5. Compensation : You shall be entitled to a salary of Rs. **2,40,000/-** (Two lakh Forty thousand rupees Per annum).
6. Confidentiality : You are requested to maintain confidentiality on all aspects of the letter of offer all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the company. Sharing of this information will result withdrawal of your letter of offer.

A detailed appointment letter will be issued to you soon after you joined the company. As informed earlier during the pre-placement session, you are required to sign a service agreement with **Cyberaegis IT Solutions Pvt. Ltd** on the day of joining & submitted to **Cyberaegis IT Solutions Pvt. Ltd**. This offer is only valid subject to the fulfillment of all the below listed conditions, you should not have any outstanding or arrears in your academics as on the date of joining. The company reserves right to terminate your services with immediate effect, if any the above conditions are violated. We request you to submit your original certificates on the date of joining. We look forward to having you on board with our Team

Sincerely Yours

  
Nisha Reddy

(HR Manager)



I hereby Accept the above offer

**BOMMERA SHRAVANI**

  
Principal

Megha Inst. of Engg. & Tech. for Women  
Entolabad (M), Ghatkesar (M),  
Medchal Dist, T.S-501 301.

Dear Ms. Kurella Hemalatha,

Date: 21-March-2018

Sub: Offer of employment as **"US Tax Proces Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Proces Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

Your appointment will take effect from the date of joining, which is not later than 21-March-2018 failing which this letter stands withdrawn without any reference to you. You must carry the original copy & set of xerox copy of below listed documents on the day of joining:

- A. PAN Card & Aadhar Card - Mandatory
- B. Bank Account Details & Cancelled Cheque
- C. 4 Passport size photographs
- D. All educational mark cards and degree certificates from Xth till highest degree achieved.
- E. All Appointment & Relieving letters / Service certificates from previous organizations

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports.

This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.

We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
E. Ind. Road (M), Ghatkoppa (M),  
Madchal Dist, T.S-501 301.

GLOBAL TAX LLP

Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

Date: 21-March-2018

Dear Ms. Lyshetti Anusha,

Sub: Offer of employment as **"US Tax Proces Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Proces Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

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All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

GLOBAL TAX LLP

Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

  
Principal

megha Inst. of Engg. & Tech for Women  
EduLabad, Ghatkesar (Mdl),  
Medchal Dist-501 301

Date: 21-March-2018

Dear Ms. Mandati Rupa,

Sub: Offer of employment as **"US Tax Procs Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Procs Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

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All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

GLOBAL TAX LLP

Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

Principal  
Megha Inst. of Engg. & Tech for Women  
Ecluiabad, Ghatkesar (Md),  
Medchal Dist-501 301

Date: 21-March-2018

Dear Ms. Radhika Shinde,

Sub: Offer of employment as **"US Tax Procs Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Procs Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

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We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

GLOBAL TAX LLP

Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

Principal

Regha Inst. of Engg. & Tech for Women,  
Eduabad, Ghatkesar (Md),  
Medchal Dist-501 301



Date: 21-March-2018

Dear Ms. Parsha Ravalika,

Sub: Offer of employment as **"US Tax Procs Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Procs Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company-reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

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This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.

We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

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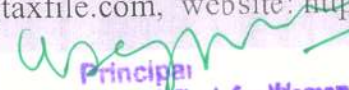
We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

GLOBAL TAX LLP

Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

  
Principal  
Megha Inst. of Engg. & Tech for Women  
EduLabad, Ghatkesar (M&H),  
Medchal Dist-501 301

Date: 21-March-2018

Dear Ms. N Sahaja,

Sub: Offer of employment as **"US Tax Procs Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Procs Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

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- A. PAN Card & Aadhar Card - Mandatory
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- E. All Appointment & Relieving letters / Service certificates from previous organizations

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports.

This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.

We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

*[Faint, illegible text, likely bleed-through from the reverse side of the page]*

**GLOBAL TAX LLP**  
Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.  
EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

*[Handwritten signature]*  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Md),  
Medchal Dist-501 301

Date: 21-March-2018

Dear Ms. Naramalla Navya,

Sub: Offer of employment as **"US Tax Proces Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Proces Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

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This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.

We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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


We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

GLOBAL TAX LLP

Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Md)h  
Medchal Dist-501 301

Date: 21-March-2018

Dear Ms. Paka Rekha,

Sub: Offer of employment as **"US Tax Procs Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Procs Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

Your appointment will take effect from the date of joining, which is not later than 21-March-2018 failing which this letter stands withdrawn without any reference to you. You must carry the original copy & set of xerox copy of below listed documents on the day of joining:

- A. PAN Card & Aadhar Card – Mandatory
- B. Bank Account Details & Cancelled Cheque
- C. 4 Passport size photographs
- D. All educational mark cards and degree certificates from Xth till highest degree achieved.
- E. All Appointment & Relieving letters / Service certificates from previous organizations

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports.

This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.

We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

GLOBAL TAX LLP

Nivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdi),  
Medchal Dist-501 301

Date: 29-January-2018

Dear Ms. Ande Babitha,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

Your appointment will take effect from the date of joining, which is not later than 29-January-2018 failing which this letter stands withdrawn without any reference to you. You must carry the original copy & set of xerox copy of below listed documents on the day of joining:

- A. PAN Card & Aadhar Card – Mandatory
- B. Bank Account Details & Cancelled Cheque
- C. 4 Passport size photographs
- D. All educational mark cards and degree certificates from Xth till highest degree achieved.
- E. All Appointment & Relieving letters / Service certificates from previous organizations

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This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.


We take this opportunity of welcoming you to Syncreon family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulohed, Ghatkesar (Midi),  
Medchal Dist-501 301

Date: 29-January-2018

Dear Ms. Anuguluri Sowbhagya Laxmi,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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- B. Bank Account Details & Cancelled Cheque
- C. 4 Passport size photographs
- D. All educational mark cards and degree certificates from Xth till highest degree achieved.
- E. All Appointment & Relieving letters / Service certificates from previous organizations

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Jyoti Institute of Engg. & Tech for Women  
Eduland, Chhatrapati (Mdi),  
Mehrauli Dist. 201 301

Date: 29-January-2018

Dear Ms. B Rajitha,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Eduland, Ghatkesar (M.H.)  
Telangana Dist-01 3874

Date: 29-January-2018

Dear Ms. B Sree Lakshmi,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

*Megha Inst. of Engg. & Tech for Women*  
*Edulabad, Ghatkesar (Mdl),*  
*Mechal Dist-501 301*  
  
Principal  
**Megha Inst. of Engg. & Tech for Women**  
Edulabad, Ghatkesar (Mdl),  
Mechal Dist-501 301



Date: 29-January-2018

Dear Ms. Bandi Sravanthi,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (MdI),  
Medchal Dist-501 301

Date: 29-January-2018

Dear Ms. E Lavanya,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Eduatabad, Ghatkesar (Md),  
Medchal Dist-501 301

Date: 29-January-2018

Dear Ms. Gudelli Sandhya,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Ertulabad, Ghatkesar (MCH),  
Medchal Dist-501 301

SYNCREON CONSULTIN LTD

Flat No 213 & 214, 2nd Floor, Alluri Trade Centre, Kukatpally, Hyderabad - 500072,

EMAIL : [hr@mysyncreon.in](mailto:hr@mysyncreon.in) website: <https://mysyncreon.in/>

Date: 29-January-2018

Dear Ms. Jaggannagar Harisha,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Magha Inst. of Engg. & Tech for Women  
Edulabac, Ghatkesar (Dist),  
Medchal Dist-501 309

Dear Ms. Kothagiri Saritha,

Date: 29-March-2018

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
E. Madhwal (V), Ghatkesar (M),  
Medchal Dist, T.S-501 301.

Dear Ms. Kukkala Rani,

Date: 29-March-2018

Sub: Offer of employment as "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech. for Women  
Enclave (V), Ghatkesar (M),  
Madchal Dist, T.S-501 301.

Date: 29-March-2018

Dear Ms. Revathi,

Sub: Offer of employment as "**Business Process Associate**"

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For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edutabad, Ghatkesar (M.D.),  
Medchal Dist-501 304

SYNCREON CONSULTIN LTD

Flat No 213 & 214, 2nd Floor, Alluri Trade Centre, Kukatpally, Hyderabad - 500072,  
EMAIL : [hr@mysyncreon.in](mailto:hr@mysyncreon.in) website: <https://mysyncreon.in/>

Date: 29-March-2018

Dear Ms. Medipally Mounika,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Md),  
Khammam Dist-501 301

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Flat No 213 & 214, 2nd Floor, Alluri Trade Centre, Kukatpally, Hyderabad - 500072,  
EMAIL : [hr@mysyncreon.in](mailto:hr@mysyncreon.in) website: <https://mysyncreon.in/>



Date: 29-March-2018

Dear Ms. Neela Kalyani,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Md).  
2018

Date: 29-March-2018

Dear Ms. Gunda Anusha,

Sub: Offer of employment as "**Business Process Associate**"

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of "**Business Process Associate**"

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Yours Sincerely,  
For **Syncreon Consulting Limited**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkotasar (Mdl),  
Medchal Dist-501 301

Date: 12-February-2018

Dear Ms. Moka Kirandevi,

Sub: Offer of employment as **"US Tax Proces Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Proces Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

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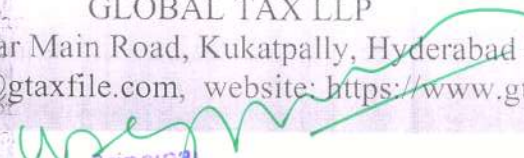
Yours Sincerely,

For **Global Tax Files**

GLOBAL TAX LLP

Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

  
Principal  
Jyoti Inst. of Engg. & Tech for Women  
Eduabad, Ghatkesar (Md),  
Medchal Dist-501 301

Date: 12-February-2018

Dear Ms. Mood Swarupa,

Sub: Offer of employment as **"US Tax Proces Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Proces Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Your appointment will take effect from the date of joining, which is not later than 12-February-2018 failing which this letter stands withdrawn without any reference to you. You must carry the original copy & set of xerox copy of below listed documents on the day of joining:

- A. PAN Card & Aadhar Card – Mandatory
- B. Bank Account Details & Cancelled Cheque
- C. 4 Passport size photographs
- D. All educational mark cards and degree certificates from Xth till highest degree achieved.
- E. All Appointment & Relieving letters / Service certificates from previous organizations

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports.

This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.

We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.


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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

The offer is valid with the  
employment course  
with  
training period of 12 months  
from the date of joining  
failing which this letter stands  
withdrawn without any reference  
to you. You must carry the  
original copy & set of xerox  
copy of below listed documents  
on the day of joining:

GLOBAL TAX LLP  
Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.  
EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

  
Principal  
The Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdi),  
Medchal Dist-501 301

Date: 12-February-2018

Dear Ms. Naini Manasa,

Sub: Offer of employment as **"US Tax Procs Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Procs Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **Global Tax Files**

The offer is valid for 12 months from the date of joining. If you are not able to join within this period, the offer will be withdrawn. You are required to provide a valid reason for not joining. We take this opportunity of welcoming you to Global TAX family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements. All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time. Please sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions. We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

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Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@gtaxfile.com](mailto:info@gtaxfile.com), website: <https://www.gtaxfile.com>

Principal  
Megha Inst. of Engg. & Tech for Women  
Eduilabad, Ghatkesar (Md).  
Medchal Dist-501 301

Date: 12-February-2018

Dear Ms. Narla Varsha Yadav,

Sub: Offer of employment as **"US Tax Proces Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Proces Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,

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Principal

Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdr),  
Medchal Dist-501 301

Date: 12-February-2018

Dear Ms. M Kavitha,

Sub: Offer of employment as **"US Tax Proces Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"US Tax Proces Executive"**

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Principal

Megha Inst. of Engg. & Tech for Women  
Eduilabad, Ghatkesar (Md);  
Medchal Dist-501 301

Date: 12-February-2018

Dear Ms. M Nirmala,

Sub: Offer of employment as **"US Tax Proces Executive"**

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Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdl),  
Medchal Dist-501 301





Date: 15-March-2018

Dear Ms. Poloju Sreelatha,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Technology  
Edulabad, Ghatkesar  
Medchal Dist-501 501

US TAX FILES LLC

1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



Date: 15-March-2018

Dear Ms. P Sruthi,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **US Tax Files**

  
**Principal**  
**Megha Inst. of Engg. & Tech for Women**  
Educational Institutions  
100 Feet, Dheeraj Nagar

US TAX FILES LLC

1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



Date: 15-March-2018

Dear Ms. Ravijanti Kavya,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Md),  
Medchal Dist-501 301

US TAX FILES LLC

1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



# US TAX FILES

Planning Meets Perfection

Date: 15-March-2018

Dear Ms. Surarapu Sandhya,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (MCH),  
Medchal Dist-501 301

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1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



Date: 15-March-2018

Dear Ms. T Sushmitha,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdi),  
Medieval Dist-501 301

US TAX FILES LLC

1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



Date: 15-March-2018

Dear Ms. Valluri N D Phani Sharawa,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdi),  
Medchal Dist-501 301



# US TAX FILES

Planning Meets Perfection

Date: 15-March-2018

Dear Ms. Ramavath Shailaja,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Eduabad, Ghatkesar (MdI).  
Meharaj Digi-501 301

US TAX FILES LLC

1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



# US TAX FILES

Planning Meets Perfection

Date: 15-March-2018

Dear Ms. Saidala Kavitha,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Eduabadi, Ghatkesar (Mdl).  
Medchal Dist-501 301

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# US TAX FILES

Planning Meets Perfection

Date: 15-March-2018

Dear Ms. Sama Lavanya,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

You will be on training period of for 12 Months from the date of your reporting for Training. The Company reserves the right to extend the training period, at its sole discretion if you're learning the work and progress are not found satisfactory.

Your appointment will take effect from the date of joining, which is not later than 15-March-2018 failing which this letter stands withdrawn without any reference to you. You must carry the original copy & set of xerox copy of below listed documents on the day of joining:

- A. PAN Card & Aadhar Card – Mandatory
- B. Bank Account Details & Cancelled Cheque
- C. 4 Passport size photographs
- D. All educational mark cards and degree certificates from Xth till highest degree achieved.
- E. All Appointment & Relieving letters / Service certificates from previous organizations

Your offer of employment with us is subject to the veracity of information provided by you in your resume, validation of all documents submitted, satisfactory Background Verification Report and Pre employment health checkup reports.

This offer is valid with a clear understanding that you are currently not pursuing any full-time employment course and will not do the same during the period of your employment with us.

We take this opportunity of welcoming you to USTAXFILES family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

All Employment T&C are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

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

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **US Tax Files**

  
Principal  
Aegha Inst. of Enng. & Tech for Women  
Edulabad, Ghatkesar (Md),  
Meharal Dist-501 301

US TAX FILES LLC

1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



# US TAX FILES

Planning Meets Perfection

Date: 15-March-2018

Dear Ms. Sama Mavalitha,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

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Yours Sincerely,  
For **US Tax Files**

  
Principal  
Mogha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdl).  
Memorial Post-501 30\*

US TAX FILES LLC

1st Floor, Above HDFC Bank, Vivekananda Nagar Main Road, Kukatpally, Hyderabad - 500072.

EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>



Date: 15-March-2018

Dear Ms. Sutharapu Navya,

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

You will be paid stipend/salary of **Rs. 15000** /- CTC (Rupees Fifteen Thousand Only) per month.

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We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **US Tax Files**

  
Principal  
Megha Inst. of Engg. & Tech for Women  
Edulabad, Ghatkesar (Mdl),  
Medchal Dist-501 301



# US TAX FILES

Planning Meets Perfection

Dear Ms. Thokala Mounika,

Date: 15-March-2018

Sub: Offer of employment as **"Voice Process Executive"**

With reference to your application and subsequent interview it gives us immense pleasure in offering you the position of **"Voice Process Executive"**

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We take this opportunity of welcoming you to USTAXFILES family for a long and fruitful association and invite you to participate in the enriching experience of taking the organization towards greater heights of achievements.

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We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Yours Sincerely,  
For **US Tax Files**

  
Principal  
Aeoha Inst. of Engg. & Tech for Women  
Adulabad, Ghatkesar  
Medchal Dist-501 301

US TAX FILES LLC

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EMAIL : [info@ustaxfiles.com](mailto:info@ustaxfiles.com), website: <https://www.ustaxfiles.com>

Ref No: I2403197

21-Sep-2018

Sushmitha Chindam

Dear Sushmitha,

In continuation to our discussions, we are pleased to offer you the role of **Process Executive - Data** in Cognizant Technology Solutions India Private Limited.

You are entitled to an Annual Gross Compensation (AGC) of **Rs.165,000**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered 0 months of your experience as relevant, which would be updated in our records. Your place of posting will be **Hyderabad**.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **07-Nov-2018**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.




Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:



**Principal**  
**Megha Inst.Of Engg.& Tech for Women**  
**Eduatabad(v) Ghatkesar (M), Medchal Dist T.S-501301**

## Annexure A

Name: Sushmitha Chindam

Designation: Process Executive - Data

Sl. No.	Description	Monthly	Yearly
1	Basic	7575	90,900
2	Company's contribution of PF #	909	10,908
3	Advance Statutory Bonus***	2000	24,000
4	Special Allowance*	2774	33,288
5	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	492	5,904
<b>Annual Gross Compensation</b>			<b>165,000</b>
<b>Annual Total Compensation</b>			<b>165,000</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
<b>Annual Total Remuneration</b>			<b>181,000</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 1923
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act, 1972
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit Act, 1961

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

### Note:

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details.

### ANNEXURE C

#### Sign on bonus

With reference to our discussion we wish to inform you of an additional joining bonus of Rs.15,000

This joining bonus will be paid subject to the conditions given below,

1. You joining Cognizant by 07-Nov-2018
2. The amount will be paid after your successful completion of 3months of service with Cognizant.

  
Principal  
Megha Inst. Of Engg. & Tech for Women  
Eduulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

Kindly note the points below,

1. The joining bonus will be subject to statutory and income tax deductions as applicable.
2. The joining bonus will be recovered in case you leave us within one year of joining.

I have read, understood and accepted the above mentioned terms.

Signature:

Date:

  
**Principal**  
**Megha Inst.Of Engg.& Tech for Women**  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

Date of Joining- Wipro-  
(30th Apr 2018) ➔ Inbox



rajitha.poosa1@... 4/29/2018  
to rajitha.poosa1 ✓



Dear Candidate,

Your Date Of Joining is Scheduled **30<sup>th</sup> Apr**  
**2018** Google Office .

Please Report by 7:30 A.M Sharp

Venue Details:- **Omega C Block , 4th floor ,**  
**Kondapur.**

  
**Principal**  
Megha Inst.Of Engg.& Tech for Women  
Edulabad(v) Ghatkesar (M), Medchal Dist T.S-501301

**Contact Person:- Subhasish Chatterjee**