



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

Department of Information Technology

Self Attested Copy of Students Placed (2015-16)

S.NO	Roll No	Nam of the student	Depart ment	Name of the employer	Package
1	12K81A1230	Manish kumar Sethia	IT	INFOSYS	3.25LPA
2	12K81A1207	Debashish Nayak	IT	INFOSYS	3.25LPA
3	12K81A1254	V.Mounika	IT	GENPACT	1.35LPA
4	12K81A1239	P.Sahithi	IT	GENPACT	1.35LPA
5	12K81A1253	T.Aishwarya	IT	GENPACT	1.35LPA
6	12K81A1219	G.Sneha	IT	GENPACT	1.35LPA
7	12K81A1242	P.Anupama Reddy	IT	GENPACT	1.35LPA
8	12K81A1220	G.Varsha	IT	GLOBAL ALLIANCE	2.2LPA
9	12K81A1201	A.Rajashekar	IT	GLOBAL ALLIANCE	2.2LPA
10	12K81A1216	G.Bhargav	IT	NTT DATA	4.25LPA
11	12K81A1241	P.Vijaya Prashanth	IT	NTT DATA	4.25LPA
12	12K81A1252	S.Sandeep	IT	NTT DATA	4.25LPA
13	12K81A1224	K.G.Prathyusha	IT	NTT DATA	4.25LPA
14	12K81A1232	M.Nikhil Kumar	IT	APPS ASSOCIATES	4.6LPA
15	12K81A1217	G.Saikiran	IT	APPS ASSOCIATES	4.6LPA
16	12K81A1240	T.Pavan Kumar	IT	APPS ASSOCIATES	4.6LPA
17	12K81A1245	S.Amrish Raj	IT	APPS ASSOCIATES	4.6LPA
18	12K81A1243	R.Naga Lakshmi	IT	APPS ASSOCIATES	4.6LPA
19	12K81A1215	G.Advith Reddy	IT	MINDTREE	3.4LPA
20	12K81A1210	D.Lalithya	IT	COGNIZANT	3.25LPA
21	12K81A1204	D.L.Manasa	IT	COGNIZANT	3.25LPA
22	12K81A1209	D.Jashwith	IT	COGNIZANT	3.25LPA
23	12K81A1229	M.Gopi	IT	COGNIZANT	3.25LPA
24	12K81A1244	R.Swetha Jain	IT	QED BATON	3.6LPA
25	12K81A1227	K.Roja	IT	QED BATON	3.6LPA
26	12K81A1247	S Harsh Kuttar	IT	QED BATON	3.6LPA
27	12K81A1237	P Ramya Lakshmi	IT	QED BATON	3.6LPA
28	12K81A1249	S.Harsha Vardhan	IT	VARISHTA INFRACON	6LPA
29	12K81A1257	Y.Sushmitha	IT	VARISHTA INFRACON	6LPA
30	12K81A1208	D.Rashmika	IT	HGS	2.8LPA
31	12K81A1221	G.Sowjanya	IT	HGS	2.8LPA
32	12K81A1223	G.Lavanya	IT	HGS	2.8LPA
33	12K81A1250	S.Alankritha	IT	AVANCE CONSULTING	2.2LPA
34	12K81A1203	B.Shilpa	IT	AVANCE CONSULTING	2.13LPA

35	12K81A1218	G.Sai Sree	IT	AVANCE CONSULTING	2.13LPA
36	12K81A1226	K.Shiva Prasad	IT	AVANCE CONSULTING	2.13LPA
37	12K81A1228	M.Anuragh	IT	AVANCE CONSULTING	2.13LPA
38	12K81A1248	S.Sneha Jain	IT	AVANCE CONSULTING	2.13LPA
39	12K81A1246	Amrutha Prahalad	IT	TECH MAHINDRA	2.13LPA
40	12K81A1238	P.Supriya	IT	TECH MAHINDRA	3.25LPA
41	12K81A1236	N.Tarun	IT	SYSCOM	3.25LPA


Principal

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajipuri (D), Secunderabad-500014.



Infosys Technologies Limited
Manikonda Village, Lingampally, Rangareddy (Dist),
Hyderabad, Telangana 500032

HRE/EOV/3/4030151

Ms. Manish Sethai
H.No.: 25-D, Flat No.: 5,
Alwal, Secundrabad,
Hyderabad - 500 045.
Ph : 9848515214.

Dear Manish Sethai,

This is with regard to our Offer of Employment to you dated April 29, 2015 (Ref. No. HRE/EOV/3/4030151-11).

With reference to the same, mentioned below are the details of you joining the Company.

1. Date of Joining : January 12, 2016
2. Location : Hyderabad, India

Please carry this letter with you would have to produce to the security personnel for entry into the premises of the Company. Also, please carry with you a photo if you have (Passport, Driving License, Voters ID Card etc.) Which also be required to produce at the time of joining.

We look forward to working with you at Infosys Technologies Limited.

Yours Sincerely,

**ESHAN JOSHI
ASSOCIATE VICE PRESIDENT - HRD**



Infosys Technologies Limited
Manikonda Village, Lingampally, Rangareddy (Dist),
Hyderabad, Telangana 500032

HRE/EOV/3/403015

Mr. Debashish Nayak
H.No: 225B,
Bommarillu Apartments,
Kukatpally,
Hyderabad-500072
Ph: 9948756325

Dear Manish Sethai,

This is with regard to our Offer of Employment to you dated April 29, 2015 (Ref. No. HRE/EOV/3/4030151-11).

With reference to the same, mentioned below are the details of you joining the Company.

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We look forward to working with you at Infosys Technologies Limited.

Yours Sincerely,

**ESHAN JOSHI
ASSOCIATE VICE PRESIDENT - HRD**

Date: 18th February 2018

GENPACT

Dear: VADDEPALY MOUNIKA

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be Rs.1,35,000/- p.a. Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **Hyderabad**. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
 - (ii) Reporting Time: To be updated as per process requirements
 - (iii) Reporting Location: 14-45 IDA Uppal, Opp NGRI; Habsiguda Hyd.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Ops. Interview & Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
 - (iv) You're successfully completing the reference check.

GENPACT

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

13. You agree and understand that this LOI is provisional and conditional subject to


- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,


(VENKAT)
For Genpact India
Human Resources

Accepted and Agreed


Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 9581791919 / _____

GENPACT

ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

- a) Letter of Intent (GENPACT offer letter)
- b) Date Of Birth Proof (ONE of the following: Birth Certificate, Class 10 Board Certificate, Passport,
- c) Pan Card, Driving license)
- d) Photo ID (ONE of the following: Voters ID, Driving license, Photo Credit Card, Passport, Ration Card,
- e) PAN card or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates
- f) joining straight after school and don't have any other document)
- g) Address proof (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents,
- h) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill
- i) (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
- j) The same document may be used as proof for more than one of the above requirements
- k) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID
- l) and Address proof) and have not been registered with the National Skill registry ("NSR") prior to your
- m) employment with Genpact (a REGISTERED CANDIDATE should produce a valid NSR registration number),
- n) please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent
- o) and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be
- p) required to produce one of the documents mentioned above within 6 months from the date of joining.

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents

- 1) Updated Resume
- 2) Academics: Most recent and Highest Qualification certificates
- 3) Professional Relieving Letter from previous employer (last employment)
- 4) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 5) 3 recent Passport size Photographs.
- 6) If your salary is less than or equal to 1,80,000/- p.a. (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry:
 - Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- 7) In reference to National Skills Registry clause please try and register yourself on www.nationalskillsregistry.com and carry a printout of the registration form. Information

1. Names and Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme

2. If already a member of a provident fund (PF) scheme with previous employer, then;

- (i) Employer's name
- (ii) Date of joining and leaving service with them
- (iii) Previous PF account no.

3. National Social Security no (NSSN) if allocated

With warm regards,

For Genpact Accepted and Agreed


(VENKAT)

Authorized Signatory

Accepted and Agreed



Signatory Candidate

Date: 18th February 2016

GENPACT

Dear: PATIKI SAHITHI

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be **Rs.1,35,000/- p.a.** Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.

2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.

3. Your initial place of work will be **Hyderabad**. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

- (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
- (ii) Reporting Time: To be updated as per process requirements
- (iii) Reporting Location: 14-45 IDA Uppal, Opp NGRI; Habsiguda Hyd.

4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.

6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.

7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.

8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.

9. This LOI shall be subject to;

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- (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

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13. You agree and understand that this LOI is provisional and conditional subject to

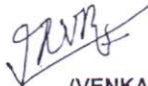
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,


(VENKAT)
For Genpact India
Human Resources

✓
Accepted and Agreed


Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 9581791919 /, _____

ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

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- f) Address proof (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents,
- g) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill
- h) (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
- i) The same document may be used as proof for more than one of the above requirements
- j) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID and Address proof) and have not been registered with the National Skill registry ("NSR") prior to your
- k) employment with Genpact (a REGISTERED CANDIDATE should produce a valid NSR registration number),
- l) please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be
- m) required to produce one of the documents mentioned above within 6 months from the date of joining.

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- 6) If your salary is less than or equal to 1,80,000/- p.a. (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
 - Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
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With warm regards,

For Genpact Accepted and Agreed


(VENKAT)

Authorized Signatory

Accepted and Agreed


Signatory Candidate

Date: 18th February 2016

GENPACT

Dear: AISHWARYA THODUPUNOORI

Sub: Letter of Intent (hereinafter referred to as 'LOI')

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Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,


(VENKAT)
For Genpact India
Human Resources

Accepted and Agreed


Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 9581791919 /, _____

ANNEXURE I

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- h) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill
- i) (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
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- k) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID
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- o) and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be
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2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents

- 1) Updated Resume
- 2) Academics: Most recent and Highest Qualification certificates
- 3) Professional Relieving Letter from previous employer (last employment)
- 4) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 5) 3 recent Passport size Photographs.
- 6) If your salary is less than or equal to 1,80,000/- p.a. (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
 - Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- 7) In reference to National Skills Registry clause please try and register yourself on www.nationalskillsregistry.com and carry a printout of the registration form. Information

1. Names and Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme

2. If already a member of a provident fund (PF) scheme with previous employer, then;

- (i) Employer's name
- (ii) Date of joining and leaving service with them
- (iii) Pervious PF account no.

3. National Social Security no (NSSN) if allocated

With warm regards,

For Genpact Accepted and Agreed


(VENKAT)

Authorized Signatory

Accepted and Agreed



Signatory Candidate

Date: 18th February 2016

GENPACT

Dear: GADDAM SNEHA

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be Rs.1,35,000/- p.a. Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
 - (ii) Reporting Time: To be updated as per process requirements
 - (iii) Reporting Location: 14-45 IDA Uppal, Opp NGRI, Habsiguda Hyd.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Ops. Interview & Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or In person).
 - (iv) You're successfully completing the reference check.

GENPACT

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

13. You agree and understand that this LOI is provisional and conditional subject to

- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,


(VENKAT)
For Genpact India
Human Resources

Accepted and Agreed


Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 9581791919 / _____

GENPACT

ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining. Joining will not happen without these documents.

- a) Letter of Intent (GENPACT offer letter)
- b) Date Of Birth Proof (ONE of the following: Birth Certificate, Class 10 Board Certificate, Passport,
- c) Pan Card, Driving license)
- d) Photo ID (ONE of the following: Voters ID, Driving license, Photo Credit Card, Passport, Ration Card,
- e) PAN card or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates
- f) joining straight after school and don't have any other document)
- g) Address proof (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents,
- h) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill
- i) (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
- j) The same document may be used as proof for more than one of the above requirements
- k) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID
- l) and Address proof) and have not been registered with the National Skill registry ("NSR") prior to your
- m) employment with Genpact (a REGISTERED CANDIDATE should produce a valid NSR registration number),
- n) please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent
- o) and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be
- p) required to produce one of the documents mentioned above within 6 months from the date of joining.

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents

- 1) Updated Resume
- 2) Academics: Most recent and Highest Qualification certificates
- 3) Professional Relieving Letter from previous employer (last employment)
- 4) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 5) 3 recent Passport size Photographs.
- 6) If your salary is less than or equal to 1,80,000/- p.a. (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
 - Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - If you would like your family covered - Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- 7) In reference to National Skills Registry clause please try and register yourself on www.nationalskillsregistry.com and carry a printout of the registration form. Information

1. Names and Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme

2. If already a member of a provident fund (PF) scheme with previous employer, then;

- (i) Employer's name
- (ii) Date of joining and leaving service with them
- (iii) Previous PF account no.

3. National Social Security no (NSSF) if allocated

With warm regards,

For Genpact Accepted and Agreed


(VENKAT)

Authorized Signatory

Accepted and Agreed



Signatory Candidate

Date: 18th February 2016

Dear: PUTTINTI ANUPAMA REDDY

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be Rs.1,35,000/- p.a. Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
 - (ii) Reporting Time: To be updated as per process requirements
 - (iii) Reporting Location: 14-45 IDA Uppal, Opp NGR; Habsiguda Hyd
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.*
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs) You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
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GENPACT

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10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

13. You agree and understand that this LOI is provisional and conditional subject to

- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,


(VENKAT)
For Genpact India
Human Resources

Accepted and Agreed


Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 9581791919 / _____

ANNEXURE I

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- e) PAN card or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates joining straight after school and don't have any other document)
- f) Address proof (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents,
- g) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
- h) The same document may be used as proof for more than one of the above requirements
- i) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID and Address proof) and have not been registered with the National Skill registry ("NSR") prior to your employment with Genpact (a REGISTERED CANDIDATE should produce a valid NSR registration number),
- j) please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be required to produce one of the documents mentioned above within 6 months from the date of joining.

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

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 - Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
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- (i) Employer's name
- (ii) Date of joining and leaving service with them
- (iii) Previous PF account no.

3. National Social Security no (NSSF) if allocated

With warm regards,

For Genpact Accepted and Agreed

Accepted and Agreed


(VENKAT)

Authorized Signatory



Signatory Candidate



Global Alliance

08-01-2016

Dear Ms. G.VARSHA

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.2 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Manoj K. Bhat'.

Managing Director



Global Alliance

08-01-2016

Dear Mr. AGGANI RAJASHEKAR

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.2 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Manoj K. Bhat'.

Managing Director

NTT DATA

Date: 15th June 2016.

Ref no: NTT/2016/493-MAH.

G Bhargav,
H.no :25,thallampadu,
Khammam-507001.

Dear Bhargav,

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with **NTT DATA CENTER** as a **software developer** , effective from **08th September 2016**. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both NTT DATA CENTER and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

Vishal, we look forward to welcoming you to the NTT DATA CENTER team and wish you a successful and rewarding career with us.

Sincerely,



KRISHNA KUMAR
HRCM

I, G Bhargav, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

Signature

Date



NTT DATA CENTER

Terms and Conditions of Employment

The following outlines the terms and conditions of employment with NTT DATA CENTER . The NTT DATA CENTER reserves the right to change these terms and conditions as necessary, with due notice.

Title	G Bhargav
Initial Reporting Relationship	Amith paul , HR Manager
Responsibilities	Your job responsibilities include software Development . A copy of your position description is attached as Schedule "B." While employed by the Company, you agree to work on a full-time basis exclusively for the NTT DATA CENTER and agree that you shall not, while you are employed by the Company, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with the NTT DATA CENTER or interferes or could reasonably interfere with your duties to the NTT DATA CENTER without our prior written permission.
Salary	4.25 L.P.A
Status	Full-time
Date of joining	08 th -Sept-2016
Hours of Work	The company's core hours of operation are Monday to Friday from 9:00 to 6:00. Employees are expected to work a minimum of 09 hours per week.
Overtime	Payment of overtime, for overtime eligible positions, will be paid for all hours worked in excess of 44 hours within one week.
Payroll Schedule	Your salary will be paid to you on a weekly/biweekly/semimonthly/monthly basis, less required deductions, through direct deposit OR by cheque
Vacation	You will be entitled to Number (3) weeks of vacation annually. OR You will accrue vacation at a rate of 1.05 days per month. Any further increase is subject to policy. Vacation is to be taken at such time as is determined by or acceptable to the Company.
Benefits	You shall be entitled to participate in all benefit plans of NTT DATA CENTER as may be made available to employees of NTT DATA CENTER from time to time for which you are eligible. You will receive complete details of all benefits plans as part of your new employee orientation, and enrollment will take place (immediately) OR (once you meet the eligibility criteria).
Travel	As per the requirements of your position, you will be expected to travel up to 5% of the time.
Probationary Period	To assess your fit within Company, the first three (3) months of your employment will constitute a probationary period. At any time during this probationary period, NTT DATA CENTER may terminate your

NTT DATA

	employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise.
Policies and Standards	NTT DATA CENTER has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of NTT DATA CENTER and that these policies do not form a part of this Agreement. It is agreed that if NTT DATA CENTER introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Confidentiality and Intellectual Property	Our offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Proprietary Information Agreement." Attached Schedule "C."
Non Solicitation	You hereby agree that, while you are employed by NTT DATA CENTER and for one (1) year following the termination of your employment with Company, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any NTT DATA CENTER employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of NTT DATA CENTER in a manner that conflicts with or interferes in the business of NTT DATA CENTER as conducted with such customer or supplier.
Representation	You hereby represent and warrant to NTT DATA CENTER that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favour of any third party.
Changes to Duties and/or Compensation	If your duties or compensation should change during the course of your employment with Company, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
Resignation	Should you wish to resign your employment with Company, you will be required to provide Number (XX) weeks' written notice to enable us transition your work.
Termination	NTT DATA CENTER may terminate your employment at any time for cause. After the end of your probationary period, NTT DATA CENTER may terminate your employment without cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required by the Employment Standards Act, 2000 and no more. In the event a temporary layoff is ever required, it may be

NTT DATA

	implemented in accordance with the requirements of the Employment Standards Act, 2000.
Legal Advice	If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.

IN WITNESS WHEREOF the NTT DATA CENTER has caused this Agreement to be executed as of the ___ day of _____, 20__.

Signed in the presence of:

PARTICIPANT
NAME:

WITNESS to PARTICIPANT
NAME:

NTT DATA

Date:15th June 2016.

Ref no: NTT/2016/596-MAH.

K G Prathyusha,
Flat no:152,Venkateswara Apartments,
Vivekananda Nagar, secunderabad-500013.

Dear Prathyusha,

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with **NTT DATA CENTER** as a **software developer** , effective from **08th September 2016**. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both NTT DATA CENTER and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

Vishal, we look forward to welcoming you to the NTT DATA CENTER team and wish you a successful and rewarding career with us.

Sincerely,



KRISHNA KUMAR
HRCM

I, K G Prathyusha, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

Signature

Date



NTT DATA CENTER

Terms and Conditions of Employment

The following outlines the terms and conditions of employment with NTT DATA CENTER . The NTT DATA CENTER reserves the right to change these terms and conditions as necessary, with due notice.

Title	K G Prathyusha
Initial Reporting Relationship	Amith paul , HR Manager
Responsibilities	Your job responsibilities include software Development . A copy of your position description is attached as Schedule "B." While employed by the Company, you agree to work on a full-time basis exclusively for the NTT DATA CENTER and agree that you shall not, while you are employed by the Company, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with the NTT DATA CENTER or interferes or could reasonably interfere with your duties to the NTT DATA CENTER without our prior written permission.
Salary	4.25 L.P.A
Status	Full-time
Date of joining	08 th -Sept-2016
Hours of Work	The company's core hours of operation are Monday to Friday from 9:00 to 6:00. Employees are expected to work a minimum of 09 hours per week.
Overtime	Payment of overtime, for overtime eligible positions, will be paid for all hours worked in excess of 44 hours within one week.
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Vacation	You will be entitled to Number (3) weeks of vacation annually. OR You will accrue vacation at a rate of 1.05 days per month. Any further increase is subject to policy. Vacation is to be taken at such time as is determined by or acceptable to the Company.
Benefits	You shall be entitled to participate in all benefit plans of NTT DATA CENTER as may be made available to employees of NTT DATA CENTER from time to time for which you are eligible. You will receive complete details of all benefits plans as part of your new employee orientation, and enrollment will take place (immediately) OR (once you meet the eligibility criteria).
Travel	As per the requirements of your position, you will be expected to travel up to 5% of the time.
Probationary Period	To assess your fit within Company, the first three (3) months of your employment will constitute a probationary period. At any time during this probationary period, NTT DATA CENTER may terminate your

NTT DATA

	employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise.
Policies and Standards	NTT DATA CENTER has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of NTT DATA CENTER and that these policies do not form a part of this Agreement. It is agreed that if NTT DATA CENTER introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Confidentiality and Intellectual Property	Our offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Proprietary Information Agreement." Attached Schedule "C."
Non Solicitation	You hereby agree that, while you are employed by NTT DATA CENTER and for one (1) year following the termination of your employment with Company, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any NTT DATA CENTER employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of NTT DATA CENTER in a manner that conflicts with or interferes in the business of NTT DATA CENTER as conducted with such customer or supplier.
Representation	You hereby represent and warrant to NTT DATA CENTER that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favour of any third party.
Changes to Duties and/or Compensation	If your duties or compensation should change during the course of your employment with Company, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
Resignation	Should you wish to resign your employment with Company, you will be required to provide Number (XX) weeks' written notice to enable us transition your work.
Termination	NTT DATA CENTER may terminate your employment at any time for cause. After the end of your probationary period, NTT DATA CENTER may terminate your employment without cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required by the Employment Standards Act, 2000 and no more. In the event a temporary layoff is ever required, it may be

NTT DATA

	implemented in accordance with the requirements of the Employment Standards Act, 2000.
Legal Advice	If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.

IN WITNESS WHEREOF the NTT DATA CENTER has caused this Agreement to be executed as of the ___ day of _____, 20__.

Signed in the presence of:

PARTICIPANT
NAME:

WITNESS to PARTICIPANT
NAME:

NTT DATA

Date:15th June 2016.

Ref no: NTT/2016/589-MAH.

S Sandeep,
H.no :2-23,Bowenpally,
secunderabad-500013.

Dear Sandeep,

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with **NTT DATA CENTER** as a **software developer** , effective from **08th September 2016**. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both NTT DATA CENTER and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

Vishal, we look forward to welcoming you to the NTT DATA CENTER team and wish you a successful and rewarding career with us.

Sincerely,



KRISHNA KUMAR
HRCM

I, S Sandeep, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

Signature

Date



NTT DATA CENTER

Terms and Conditions of Employment

The following outlines the terms and conditions of employment with NTT DATA CENTER . The NTT DATA CENTER reserves the right to change these terms and conditions as necessary, with due notice.

Title	S Sandeep
Initial Reporting Relationship	Amith paul , HR Manager
Responsibilities	Your job responsibilities include software Development . A copy of your position description is attached as Schedule "B." While employed by the Company, you agree to work on a full-time basis exclusively for the NTT DATA CENTER and agree that you shall not, while you are employed by the Company, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with the NTT DATA CENTER or interferes or could reasonably interfere with your duties to the NTT DATA CENTER without our prior written permission.
Salary	4.25 L.P.A
Status	Full-time
Date of joining	08 th -Sept-2016
Hours of Work	The company's core hours of operation are Monday to Friday from 9:00 to 6:00. Employees are expected to work a minimum of 09 hours per week.
Overtime	Payment of overtime, for overtime eligible positions, will be paid for all hours worked in excess of 44 hours within one week.
Payroll Schedule	Your salary will be paid to you on a weekly/biweekly/semimonthly/monthly basis, less required deductions, through direct deposit OR by cheque
Vacation	You will be entitled to Number (3) weeks of vacation annually. OR You will accrue vacation at a rate of 1.05 days per month. Any further increase is subject to policy. Vacation is to be taken at such time as is determined by or acceptable to the Company.
Benefits	You shall be entitled to participate in all benefit plans of NTT DATA CENTER as may be made available to employees of NTT DATA CENTER from time to time for which you are eligible. You will receive complete details of all benefits plans as part of your new employee orientation, and enrollment will take place (immediately) OR (once you meet the eligibility criteria).
Travel	As per the requirements of your position, you will be expected to travel up to 5% of the time.
Probationary Period	To assess your fit within Company, the first three (3) months of your employment will constitute a probationary period. At any time during this probationary period, NTT DATA CENTER may terminate your

NTT DATA

	employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise.
Policies and Standards	NTT DATA CENTER has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of NTT DATA CENTER and that these policies do not form a part of this Agreement. It is agreed that if NTT DATA CENTER introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Confidentiality and Intellectual Property	Our offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Proprietary Information Agreement." Attached Schedule "C."
Non Solicitation	You hereby agree that, while you are employed by NTT DATA CENTER and for one (1) year following the termination of your employment with Company, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any NTT DATA CENTER employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of NTT DATA CENTER in a manner that conflicts with or interferes in the business of NTT DATA CENTER as conducted with such customer or supplier.
Representation	You hereby represent and warrant to NTT DATA CENTER that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favour of any third party.
Changes to Duties and/or Compensation	If your duties or compensation should change during the course of your employment with Company, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
Resignation	Should you wish to resign your employment with Company, you will be required to provide Number (XX) weeks' written notice to enable us transition your work.
Termination	NTT DATA CENTER may terminate your employment at any time for cause. After the end of your probationary period, NTT DATA CENTER may terminate your employment without cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required by the Employment Standards Act, 2000 and no more. In the event a temporary layoff is ever required, it may be



	implemented in accordance with the requirements of the Employment Standards Act, 2000.
Legal Advice	If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.

IN WITNESS WHEREOF the NTT DATA CENTER has caused this Agreement to be executed as of the ___ day of _____, 20__.

Signed in the presence of:

PARTICIPANT
NAME:

WITNESS to PARTICIPANT
NAME:

NTT DATA

Date:15th June 2016.

Ref no: NTT/2016/559-MAH.

P Vijaya Prashanth,
H.no :102,Bommarillu Nilayam,
Kukatpally, Hyderabad-500072.

Dear Vijaya Prashanth,

I am pleased to confirm our verbal offer of employment to you for a regular full-time position with **NTT DATA CENTER** as a **software developer** , effective from **08th September 2016**. As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both NTT DATA CENTER and yourself with respect to your employment conditions. It details the terms and conditions of your employment with Company, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

Vishal, we look forward to welcoming you to the NTT DATA CENTER team and wish you a successful and rewarding career with us.

Sincerely,



KRISHNA KUMAR
HRCM

I, P Vijaya Prashanth, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

Signature

Date



NTT DATA CENTER

Terms and Conditions of Employment

The following outlines the terms and conditions of employment with NTT DATA CENTER . The NTT DATA CENTER reserves the right to change these terms and conditions as necessary, with due notice.

Title	P Vijaya Prashanth
Initial Reporting Relationship	Amith paul , HR Manager
Responsibilities	Your job responsibilities include software Development . A copy of your position description is attached as Schedule "B." While employed by the Company, you agree to work on a full-time basis exclusively for the NTT DATA CENTER and agree that you shall not, while you are employed by the Company, be employed or engaged in any capacity, in promoting, undertaking or carrying on any other business that competes with the NTT DATA CENTER or interferes or could reasonably interfere with your duties to the NTT DATA CENTER without our prior written permission.
Salary	4.25 L.P.A
Status	Full-time
Date of joining	08 th -Sept-2016
Hours of Work	The company's core hours of operation are Monday to Friday from 9:00 to 6:00. Employees are expected to work a minimum of 09 hours per week.
Overtime	Payment of overtime, for overtime eligible positions, will be paid for all hours worked in excess of 44 hours within one week.
Payroll Schedule	Your salary will be paid to you on a weekly/biweekly/semimonthly/monthly basis, less required deductions, through direct deposit OR by cheque
Vacation	You will be entitled to Number (3) weeks of vacation annually. OR You will accrue vacation at a rate of 1.05 days per month. Any further increase is subject to policy. Vacation is to be taken at such time as is determined by or acceptable to the Company.
Benefits	You shall be entitled to participate in all benefit plans of NTT DATA CENTER as may be made available to employees of NTT DATA CENTER from time to time for which you are eligible. You will receive complete details of all benefits plans as part of your new employee orientation, and enrollment will take place (immediately) OR (once you meet the eligibility criteria).
Travel	As per the requirements of your position, you will be expected to travel up to 5% of the time.
Probationary Period	To assess your fit within Company, the first three (3) months of your employment will constitute a probationary period. At any time during this probationary period, NTT DATA CENTER may terminate your

NTT DATA

	employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise.
Policies and Standards	NTT DATA CENTER has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of NTT DATA CENTER and that these policies do not form a part of this Agreement. It is agreed that if NTT DATA CENTER introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Confidentiality and Intellectual Property	Our offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Proprietary Information Agreement." Attached Schedule "C."
Non Solicitation	You hereby agree that, while you are employed by NTT DATA CENTER and for one (1) year following the termination of your employment with Company, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any NTT DATA CENTER employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of NTT DATA CENTER in a manner that conflicts with or interferes in the business of NTT DATA CENTER as conducted with such customer or supplier.
Representation	You hereby represent and warrant to NTT DATA CENTER that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining Company, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favour of any third party.
Changes to Duties and/or Compensation	If your duties or compensation should change during the course of your employment with Company, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
Resignation	Should you wish to resign your employment with Company, you will be required to provide Number (XX) weeks' written notice to enable us transition your work.
Termination	NTT DATA CENTER may terminate your employment at any time for cause. After the end of your probationary period, NTT DATA CENTER may terminate your employment without cause at any time by providing you with the minimum notice, or pay in lieu of such notice, and any severance pay required by the Employment Standards Act, 2000 and no more. In the event a temporary layoff is ever required, it may be

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	implemented in accordance with the requirements of the Employment Standards Act, 2000.
Legal Advice	If you are uncertain about the contents of this offer, we suggest that it may be advisable to seek independent legal advice prior to signing.

IN WITNESS WHEREOF the NTT DATA CENTER has caused this Agreement to be executed as of the ___ day of _____, 20__.

Signed in the presence of:

PARTICIPANT
NAME:

WITNESS to PARTICIPANT
NAME:

LETTER OF INTENT**08-April-2016****Reference No.** 1725/1578/027**To**

T Pavan Kumar,

Dear T Pavan Kumar,

Congratulations on your selection!!!

With reference to your interview with us during the Campus Hiring, we are pleased to offer you the position as an **Associate Trainee**, Band – C, Grade – G1 at our Hyderabad Office. Your Cost to the Company will be **Rs.4,60,000/- per annum (Four Lakh Sixty Thousand Rupees only)**.

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. Please Refer Annexure – B.

You will be on the probation period for 6 months from the date of joining. The date of joining will be communicated to you eventually.

If you agree to these terms, please do share your written acceptance via e-mail on or before **31st April, 2017**

You will be issued a detailed appointment letter on your On-boarding. On the day of your joining you are required to submit the List of Documents mentioned in Annexure – C (Enclosed)

At any point, if the information or documents furnished by you are found incorrect or misleading, it may lead to serious action including the termination your services.

For Apps Associates Pvt Ltd**Chandru Muthukkaruppan**
Vice President – GDC Business Operations

LETTER OF INTENT**08-April-2016****Reference No.** 1725/1578/029**To**

S Amrish Raj,

Dear S Amrish Raj,

Congratulations on your selection!!!

With reference to your interview with us during the Campus Hiring, we are pleased to offer you the position as an **Associate Trainee**, Band – C, Grade – G1 at our Hyderabad Office. Your Cost to the Company will be **Rs.4,60,000/- per annum (Four Lakh Sixty Thousand Rupees only)**.

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. Please Refer Annexure – B.

You will be on the probation period for 6 months from the date of joining. The date of joining will be communicated to you eventually.

If you agree to these terms, please do share your written acceptance via e-mail on or before **31st April, 2017**

You will be issued a detailed appointment letter on your On-boarding. On the day of your joining you are required to submit the List of Documents mentioned in Annexure – C (Enclosed)

At any point, if the information or documents furnished by you are found incorrect or misleading, it may lead to serious action including the termination your services.

For Apps Associates Pvt Ltd**Chandru Muthukkaruppan**
Vice President – GDC Business Operations

LETTER OF INTENT**08-April-2016****Reference No.** 1725/1578/030**To**

R Naga Lakshmi,

Dear R Naga Lakshmi,

Congratulations on your selection!!!

With reference to your interview with us during the Campus Hiring, we are pleased to offer you the position as an **Associate Trainee**, Band – C, Grade – G1 at our Hyderabad Office. Your Cost to the Company will be **Rs.4,60,000/- per annum (Four Lakh Sixty Thousand Rupees only)**.

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. Please Refer Annexure – B.

You will be on the probation period for 6 months from the date of joining. The date of joining will be communicated to you eventually.

If you agree to these terms, please do share your written acceptance via e-mail on or before **31st April, 2017**

You will be issued a detailed appointment letter on your On-boarding. On the day of your joining you are required to submit the List of Documents mentioned in Annexure – C (Enclosed)

At any point, if the information or documents furnished by you are found incorrect or misleading, it may lead to serious action including the termination your services.

For Apps Associates Pvt Ltd**Chandru Muthukkaruppan**
Vice President – GDC Business Operations

LETTER OF INTENT**08-April-2016****Reference No.** 1725/1578/025**To**

M Nikhil Kumar,

Dear M Nikhil Kumar,

Congratulations on your selection!!!

With reference to your interview with us during the Campus Hiring, we are pleased to offer you the position as an **Associate Trainee**, Band – C, Grade – G1 at our Hyderabad Office. Your Cost to the Company will be **Rs.4,60,000/- per annum (Four Lakh Sixty Thousand Rupees only)**.

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. Please Refer Annexure – B.

You will be on the probation period for 6 months from the date of joining. The date of joining will be communicated to you eventually.

If you agree to these terms, please do share your written acceptance via e-mail on or before **31st April, 2017**

You will be issued a detailed appointment letter on your On-boarding. On the day of your joining you are required to submit the List of Documents mentioned in Annexure – C (Enclosed)

At any point, if the information or documents furnished by you are found incorrect or misleading, it may lead to serious action including the termination your services.

For Apps Associates Pvt Ltd**Chandru Muthukkaruppan**
Vice President – GDC Business Operations

LETTER OF INTENT**08-April-2016****Reference No. 1725/1578/026****To**

G Sai Kiran,

Dear G Sai Kiran,

Congratulations on your selection!!!

With reference to your interview with us during the Campus Hiring, we are pleased to offer you the position as an **Associate Trainee**, Band – C, Grade – G1 at our Hyderabad Office. Your Cost to the Company will be **Rs.4,60,000/- per annum (Four Lakh Sixty Thousand Rupees only)**.

Your employment with us will be governed by the “Terms and Conditions” as applicable to all the employees of Apps Associates Pvt Ltd. Please Refer Annexure – B.

You will be on the probation period for 6 months from the date of joining. The date of joining will be communicated to you eventually.

If you agree to these terms, please do share your written acceptance via e-mail on or before **31st April, 2017**

You will be issued a detailed appointment letter on your On-boarding. On the day of your joining you are required to submit the List of Documents mentioned in Annexure – C (Enclosed)

At any point, if the information or documents furnished by you are found incorrect or misleading, it may lead to serious action including the termination your services.

For Apps Associates Pvt Ltd**Chandru Muthukkaruppan**
Vice President – GDC Business Operations



Date:25-APRIL-2016

Ref No:M1037698

To

G Advith Reddy,
St.Martin's Engineering College,
Dhulapally ,
Secbad-500014.

Sub: Offer of employment

Dear Advith Reddy,

Congratulations! We are pleased to make you an offer to be part of building a memorable company at Mindtree. Welcome to Mindtree family. We are confident that you will build a long and mutually rewarding career with us. It is individuals like you who build a world-class company.

You will be joining Mindtree as an **Engineer** in the competency level, **C1**.Your annual Package is **3.4 LPA**.

The joining date and location will be communicated to you at a later date.

On joining, you will be part of our Campus Minds Learning Program (CMLP) which helps you to transition to the corporate world. The details of the program are provided in the subsequent sections of this letter.

The location of CMLP and work are based on business requirements. If it is a residential program, the accommodation will be provided by Mindtree.

Please go through the Annexure to Offer of Employment for the offer details.

Your employment will be governed by the rules, regulations and policies of Mindtree. Please note that this offer of employment is valid only if you obtain the following:

- Completion of degree that you are currently pursuing, without any backlogs (subjects where you have not obtained the passing marks) at the time of joining.
- Secure 65% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters.

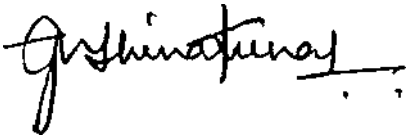
Please send your confirmation as a token of acceptance of the offer by replying to campus@mindtree.com within 15 days from the date of receipt of this mail.

Please do not hesitate to contact us at campus@mindtree.com if you need any clarifications.

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you.



Shivakumar G.V
Head - Campus Talent Acquisition
Mindtree Limited

Enclosed: Annexure to your offer of employment

Acceptance

I, G Advith Reddy, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	
Date	
Place	

ANNEXURE TO YOUR OFFER OF EMPLOYMENT

Terms and conditions for this offer of employment

All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining.

The term, 'the Company' refers to Mindtree Limited.

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time. Your employment will be governed by the rules, regulations and policies of Mindtree at any point.

1. CAMPUS MINDS LEARNING PROGRAM (CMLP)

On joining, you will be part of our Campus Minds Learning Program (CMLP) which helps you to transition to the corporate world. The CMLP will consist of classroom and on-the-job Learning, in technical and behavioral streams.

A regular program of CMLP is for three (3) months. However, the duration will be shortened or extended based on the business requirements and individual's readiness for working on projects.

The CMLP is intensive & fast paced, requiring your focus and hard work, to learn effectively and clear the assessments. We encourage you to ensure your 100% availability and undivided attention.

You will be continuously assessed during and at the end of CMLP. The assessments could be of different formats such as written test, programming test, quiz, viva, project case study presentation etc. The assessments will carry marks and a minimum % of marks will be prescribed as the qualifying criteria for successful completion of CMLP. The details of the assessments and qualifying criteria will be communicated to you during CMLP and is at the sole discretion of Mindtree.

Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of CMLP.

If you meet the qualifying criteria for successful completion of CMLP, your employment with Mindtree stands confirmed and a written intimation shall be sent to you.

If you do not meet the qualifying criteria, you will be asked to leave the services of Mindtree.

Unless otherwise confirmed in writing, you will be deemed to be under CMLP.

2. CONFIRMATION OF EMPLOYMENT

On successful completion of the CMLP, your employment with Mindtree stands confirmed and the date of confirmation will be intimated to you. The designation of Engineer and the competency of C1 will continue.

Please note that the date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, retention bonus payout, vacation or leaves as per general policy, loans & other benefits etc.

All confirmation will be aligned to 1st day of the succeeding month of successful completion of CMLP. For e.g. if you successfully complete CMLP in the month of November 2016, the date of confirmation will be 1-Dec-2016.

The duration between the successful completion of CMLP and the date of confirmation is considered as part of CMLP.

On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

Please note that your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates etc., are not complied with.

Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

3. COMPENSATION & BENEFITS

During CMLP, you will be paid a stipend of INR 31,000 per month. Please refer Annexure 1 for details.

On successful completion of the CMLP, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be INR 340,000 which includes Cost to Company component of INR 290,004 per annum and a Retention bonus component of INR 31000 which is a one-time payout. Please refer Annexure 2 for details.

All payouts are aligned to Salary payout which is the last working day of the month, unless otherwise mentioned. Any Payment will be after deduction of applicable taxes prevailing at the time of payout.

You will be covered under insurance from the date of joining, as detailed in Annexure 1.

You will not be eligible for any loans or advances during the CMLP.

If the work location is different from the location of CMLP, you will be eligible for relocation benefits for the relocation from the location of your CMLP to the work location, as per the existing relocation policies for Campus Minds.

The Performance management and career progression will be as per the existing policies.

You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of retention bonus, payment of year-end payout component of performance bonus, compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

Duration of unpaid vacations will not be considered while computing the tenure for benefits like retention bonus, gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

4. RETIRAL BENEFITS

Retiral benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

5. VACATION OR LEAVE

No leaves are allowed during CMLP.

Any absence during CMLP will be considered as loss of pay and deducted from your stipend. Recovery of the amount towards loss of pay during CMLP may happen either during the CMLP itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

On confirmation, you will be eligible for vacations as per the general vacation policy.

6. TERMINATION OF EMPLOYMENT

During CMLP

Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice for following reasons:

- Failing to meet the qualification criteria during the CMLP assessments
- Unauthorized absence from work for a period of 3 or more working days Non-
- compliance to Mindtree integrity policy and other disciplinary expectations

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & code of conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

Termination for convenience

If you wish to terminate your employment during CMLP, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures like return of the Mindtree assets, within two working days.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of CMLP) and disciplinary grounds, you will be given a notice of one month, in writing or paid one month's stipend in lieu of notice.

After Confirmation

Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which includes integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & code of conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

In case you remain absent unauthorisedly, without intimation or permission or prior sanction of leave, or remain absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company and thus shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

Termination for convenience

If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree, if any. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds.

If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

Salary means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

Common guidelines to be complied with, on termination for any reason, and at any time of your employment

On termination of your employment for any reason, you shall comply with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the dues, if any, till you have completed all the separation procedures. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as termination on disciplinary grounds. Mindtree, at its sole discretion, may extend the time frame for complying.

7. NATURE OF EMPLOYMENT

This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time or full-time work, without the consent of Mindtree. The consent may be given, subject to any terms and conditions that the Company may deem fit and the consent may be withdrawn at any time, at the discretion of the Company.

Also, this is a position of continuous responsibility and you shall devote yourself fully for the discharge of your duties.

8. AGREEMENTS

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per the agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

9. TRANSFER

You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

The location for CMLP and work location on confirmation could be different and relocation from the location of CMLP to the work location will be as per the existing relocation policy for Campus Minds.

10. RETIREMENT

The service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

11. INTELLECTUAL PROPERTY

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will remain sole right/property of the Company.

12. CODE OF CONDUCT

Mindtree has a code of conduct, confidentiality and non-compete agreements, primarily to address working standards and business interests. You will be requested to sign your acceptance and adhere to these norms once you join the Company.

13. TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

14. REIMBURSEMENT OF TRAVEL EXPENSE FOR JOINING

Mindtree will reimburse one time travel expense from your hometown or institute to Mindtree. This will be limited to 2nd AC train fare or actual incurred whichever is lower and can be claimed against receipts.

Annexure 1**Compensation stack during CMLP (from the date of joining till the date of confirmation)****Name : G Advith Reddy****Competency : C1****Designation : Engineer****Stipend : INR 28,330 per month.**

Payment will be after deduction of

- Applicable taxes like Professional tax and Income tax, prevailing at the time of payout.
- Premium for Insurance which is **INR 385 per month**.
- Living expenses towards your accommodation provided by Mindtree, if CMLP is a residential program.

Please note that only when the CMLP is a residential program, the accommodation will be provided by Mindtree for the duration of CMLP and the living expenses towards the same deducted from your stipend.

You will be covered for Insurance benefits as prevailing at the time of joining. The following are the coverage for 2016-17 for your reference. You will get more details on joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 300,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 750,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 750,000.

Annexure 2
Compensation stack effective from the date of confirmation
Name : G Advith Reddy
Competency : C1
Designation : Engineer

All figures are in INR.

The total offer is INR 320,004 and consists of the following components.

Component	Amount
Cost to Company (CTC) per annum	310,000
Retention Bonus ¹	30,000
Total Offer	340,000

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	98,000
Flexible Expenditure Plan (FEP)	158,280
Provident fund	9,360
Gratuity	3,744
Insurance ²	4,620
Emergency Medical Fund	1,200
Gross	255,200
Performance bonus ³	34,800
Cost to Company	310,000

¹ Retention Bonus is a one time payout and will be paid upon completion of 12 months with Mindtree from the Date of Confirmation, as per applicable eligibility.

² The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 300,000 to INR 500,000. If you opt for this, the additional premium for the increased coverage will be deducted from your salary.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

³ The per annum on plan performance bonus is 12% of CTC. More details of the performance bonus plan will be available on joining.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

01-May-2016

Dear D Lalithya ,
B.Tech, Information Technology,
St. Martin's Engineering College, Secunderabad,
500014.

Candidate ID – 756321

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (ATR) of Rs. **3,25,000**. This includes an annual incentive indication of Rs.20,000, as well as Cognizant's contribution of Rs.21,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755. This includes an annual incentive indication of Rs.20,000 as well as Cognizant's contribution of Rs. 21,755 towards benefits such as Medical, Accident, Life Insurance and Gratuity.

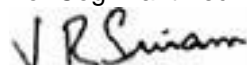
Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Sriram V Rajagopal
SVP - Human Resources

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

Signature:

Date:

Annexure A

Name: D Lalithya

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	59,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	1,041	12,492
6	Advance Statutory Bonus***	2,000	24,000
7	Special Allowance*	5,779	69,348
8	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,000
	Annual Total Remuneration		335,000

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

- Floating Medical Insurance Coverage of Rs. 250,000 per annum for self and maximum of 3 non-earning dependents
- Round-the- Clock Personal Accident & Life Insurance coverage
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

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

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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

01-May-2016

Dear D L Manasa,
B.Tech, Information Technology,
St. Martin's Engineering College, Secunderabad,
500014.

Candidate ID – 756322

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (ATR) of Rs. **3,25,000**. This includes an annual incentive indication of Rs.20,000, as well as Cognizant's contribution of Rs.21,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755. This includes an annual incentive indication of Rs.20,000 as well as Cognizant's contribution of Rs. 21,755 towards benefits such as Medical, Accident, Life Insurance and Gratuity.

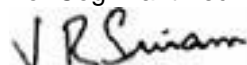
Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Sriram V Rajagopal
SVP - Human Resources

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

Signature:

Date:

Annexure A

Name: D L Manasa

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	59,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	1,041	12,492
6	Advance Statutory Bonus***	2,000	24,000
7	Special Allowance*	5,779	69,348
8	Incentive Indication (per annum)**		20,000
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	Gratuity		5,000
	Annual Total Remuneration		335,000

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- Floating Medical Insurance Coverage of Rs. 250,000 per annum for self and maximum of 3 non-earning dependents
- Round-the- Clock Personal Accident & Life Insurance coverage
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

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

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

01-May-2016

Dear D Jashwith,
B.Tech, Information Technology,
St. Martin's Engineering College, Secunderabad,
500014.

Candidate ID – 756323

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (ATR) of Rs. **3,25,000**. This includes an annual incentive indication of Rs.20,000, as well as Cognizant's contribution of Rs.21,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755. This includes an annual incentive indication of Rs.20,000 as well as Cognizant's contribution of Rs. 21,755 towards benefits such as Medical, Accident, Life Insurance and Gratuity.

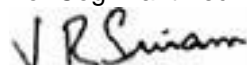
Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Sriram V Rajagopal
SVP - Human Resources

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

Signature:

Date:

Annexure A

Name: D Jashwith

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	59,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1,250	15,000
5	Company's contribution of PF #	1,041	12,492
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	Gratuity		5,000
	Annual Total Remuneration		335,000

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

- Floating Medical Insurance Coverage of Rs. 250,000 per annum for self and maximum of 3 non-earning dependents
- Round-the- Clock Personal Accident & Life Insurance coverage
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

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

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

01-May-2016

Dear M Gopi ,
B.Tech, Information Technology,
St. Martin's Engineering College, Secunderabad,
500014.

Candidate ID – 756324

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (ATR) of Rs. **3,25,000**. This includes an annual incentive indication of Rs.20,000, as well as Cognizant's contribution of Rs.21,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755. This includes an annual incentive indication of Rs.20,000 as well as Cognizant's contribution of Rs. 21,755 towards benefits such as Medical, Accident, Life Insurance and Gratuity.

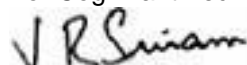
Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss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

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,



Sriram V Rajagopal
SVP - Human Resources

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

Signature:

Date:

Annexure A

Name: M Gopi

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8,675	104,100
2	HRA @60% of basic*	5,205	59,460
3	Conveyance Allowance*	800	9,600
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	Gratuity		5,000
	Annual Total Remuneration		335,000

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

- Floating Medical Insurance Coverage of Rs. 250,000 per annum for self and maximum of 3 non-earning dependents
- Round-the- Clock Personal Accident & Life Insurance coverage
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

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

** Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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

Date: 07-June-2016

To,
K Roja,
St.Martin's Engineering College,

Sub: Job offer

Dear K Roja,

We are pleased to offer you the position of Software **Engineer** in our organization.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs 3.6Lakhs**, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per company policy.

Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) two color passport-size photos, and (4) proof of address.

We look forward to welcome you aboard.

Sincerely,



HR Manager

Date: 07-June-2016

To,
P Ramya Laxmi,
St.Martin's Engineering College,

Sub: Job offer

Dear P Ramya Laxmi,

We are pleased to offer you the position of Software **Engineer** in our organization.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs 3.6Lakhs**, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per company policy.

Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) two color passport-size photos, and (4) proof of address.

We look forward to welcome you aboard.

Sincerely,



HR Manager

Date: 07-June-2016

To,
S Harsh Kuttar,
St.Martin's Engineering College,

Sub: Job offer

Dear S Harsh Kuttar,

We are pleased to offer you the position of Software **Engineer** in our organization.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs 3.6Lakhs**, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per company policy.

Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) two color passport-size photos, and (4) proof of address.

We look forward to welcome you aboard.

Sincerely,



HR Manager

Date: 07-June-2016

To,
Rajesh Swetha Jain,
St.Martin's Engineering College,

Sub: Job offer

Dear Rajesh Swetha Jain,

We are pleased to offer you the position of Software **Engineer** in our organization.

As discussed and agreed with you, you will be eligible to receive the following beginning on your joining date:

- **Salary:** Annual gross starting salary of **Rs 3.6Lakhs**, subject to tax and other statutory deductions
- Business Travel allowance and reimbursements as per company policy.

Please send a signed copy of this letter indicating your acceptance to join and resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining. Please submit the following documents to HR at the time of your joining: (1) photocopies of your degree certificates, (2) certifications, if any, (3) two color passport-size photos, and (4) proof of address.

We look forward to welcome you aboard.

Sincerely,



HR Manager

Dear,

S.Harsha Vardhan,
St. Martin's Engineering College

Thank you for keen interest in Varistha Infracon Private Limited (Unit-1), Subsequent to our discussion with you, we are delighted to extend you an offer to join Varsitha.

1. Designation : Associate Engineer

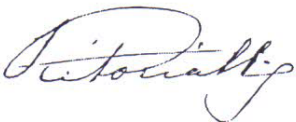
Your date of joining will be intimated soon

You will be on probation from your date of joining for a period of twelve months. you will continue to do so until the company confirms your services, in writing based on your conduct and performance during this period.

Remuneration Details

Cost to Company Per Annum (structure detailed in Annexure I): Rs. 6,00,000/- per annum.

Please Note : This Document is only a confirmation of your selection with the remuneration details and shall stand cancelled once you receive the original copy of that detailed offer letter with other terms and condition from Varsitha.



Adithya Vempaty,
Directed Human-Resources

Dear,
Y. Sushmitha,
St. Martin's Engineering College

Thank you for keen interest in Varistha Infracon Private Limited (Unit-1), Subsequent to our discussion with you, we are delighted to extend you an offer to join Varistha.

1. Designation : Associate Engineer

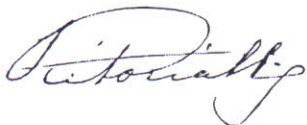
Your date of joining will be intimated soon

You will be on probation from your date of joining for a period of twelve months. you will continue to do so until the company confirms your services, in writing based on your conduct and performance during this period.

Remuneration Details

Cost to Company Per Annum (structure detailed in Annexure I): Rs. 6,00,000/- per annum.

Please Note : This Document is only a confirmation of your selection with the remuneration details and shall stand cancelled once you receive the original copy of that detailed offer letter with other terms and condition from Varistha.



Adithya Vempaty,
Directed Human-Resources



SL No: _____

Call Letter – Hinduja Global Solutions

Dear Mr/Mrs/Ms: Rashmi ka D Phone: 949 2131536

Congratulations!

Your resume has been short-listed by Hinduja Global Solutions for one of the opening given below. Currently we have urgent openings for Fresher's & Experienced in Our Company. Kindly present at the below address for further round of interviews.

Requisites:

- Fresher s / 0 - 1 year of experience
- Good Communication skills in English, Hindi and Telugu/Urdu
- Any Graduate: B.E/B.Tech/MCA/BCA/PGDCA Or Diploma Holder
- Ready to Join Immediate.
- Typing Speed of 20WPM
- Knowledge on computers
- Willing to Work in Rotational Shifts.

Please note that you need to carry the below mentioned documents for attending the process.

- Hard copy of the Call Letter (Entry strictly prohibited without the print out).
- Hard copy of Resume
- Mark sheets of academic Certificates (1 set of photocopy).
- Photo ID Proof
- Photographs

Venue on: _____ / _____ / 2016 between 10.a.m. to 4.p.m.

Address: _____

<p><u>Hinduja Global Solutions-01</u> 1st Floor, Vista Grand Towers, Raj Bhavan Road, Somajiguda. Hyderabad. Land Mark: Near to Villa Mary College Contact: 9908432078, 9032812014.</p>	<p><u>Hinduja Global Solutions-02</u> 1st Floor, Beacon Towers, RTC Cross Roads, Musheerabad, Hyderabad. Land Mark: Beside Saptagiri Theatre Contact: 9100827876, 9700348535.</p>
---	---

Chandra
Sharma

Regd
HR TE

SL No. _____



Call Letter – Hinduja Global Solutions

Dear Mr/Mrs/Ms: G. Sowjanya Phone: 9610 563062

Congratulations!

Your resume has been short-listed by Hinduja Global Solutions for one of the opening given below. Currently we have urgent openings for Fresher's & Experienced in Our Company. Kindly present at the below address for further round of interviews.

Requisites:

- Fresher s / 0 - 1year of experience
- Good Communication skills in English, Hindi and Telugu/Urdu
- Any Graduate/B.E/B.Tech/MCA/BCA/PGDCA Or Diploma Holder
- Ready to Join Immediate.
- Typing Speed of 20WPM
- Knowledge on computers
- -Willing to Work in Rotational Shifts.

Please note that you need to carry the below mentioned documents for attending the process.

- Hard copy of the Call Letter (Entry strictly prohibited without the print out).
- Hard copy of Resume
- Mark sheets of academic Certificates (1 set of photocopy).
- Photo ID Proof
- Photographs

Venue on: _____ / _____ /2016 between 10.a.m. to 4.p.m.

Address:

<p><u>Hinduja Global Solutions-01</u> 1st Floor, Vista Grand Towers, Raj Bhavan Road, Somajiguda. Hyderabad. Land Mark: Near to Villa Mary College Contact: 9908432078, 9032812014.</p>	<p><u>Hinduja Global Solutions-02</u> 1st Floor, Beacon Towers, RTC Cross Roads, Musheerabad, Hyderabad. Land Mark: Beside Saptagiri Theatre Contact: 9100827876, 9700348535.</p>
---	---

Chandra
Shankar

Reg
HR

SL No: _____



Call Letter – Hinduja Global Solutions

Dear Mr/Mrs/Ms: G. Lavanya Phone: 7893164416

Congratulations!

Your resume has been short-listed by Hinduja Global Solutions for one of the opening given below. Currently we have urgent openings for Fresher's & Experienced in Our Company. Kindly present at the below address for further round of interviews.

Requisites:

- Fresher s / 0 - 1 year of experience
- Good Communication skills in English, Hindi and Telugu/Urdu
- Any Graduate/B.E/B.Tech/MCA/BCA/PGDCA Or Diploma Holder
- Ready to Join Immediate.
- Typing Speed of 20WPM
- Knowledge on computers
- Willing to Work in Rotational Shifts.

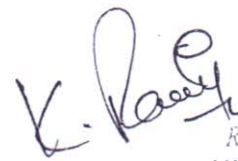
Please note that you need to carry the below mentioned documents for attending the process.

- Hard copy of the Call Letter (Entry strictly prohibited without the print out).
- Hard copy of Resume
- Mark sheets of academic Certificates (1 set of photocopy).
- Photo ID Proof
- Photographs

Venue on: _____ / _____ / 2016 between 10.a.m. to 4.p.m.

Address:

<p><u>Hinduja Global Solutions-01</u> 1st Floor, Vista Grand Towers, Raj Bhavan Road, Somajiguda. Hyderabad. Land Mark: Near to Villa Mary College Contact: 9908432078, 9032812014.</p>	<p><u>Hinduja Global Solutions-02</u> 1st Floor, Beacon Towers, RTC Cross Roads, Musheerabad, Hyderabad. Land Mark: Beside Saptagiri Theatre Contact: 9100827876, 9700348535.</p>
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Regu
HR TE

Letter Of Offer

31st March, 2016

Dear S Alankritha,

I am pleased to offer you a position of **Graduate Trainee at Avance Consulting Services Pvt. Ltd.** You will be entitled to a CTC of **INR 2,12,564 per annum** plus incentives subject to performance and achievement of your targets. On successful completion of your probation and achievement of targets, your employment will be confirmed with the company. Guaranteed Bonus is subject to a) Completion of 1 year with Avance and b) You should be on rolls of the company, should not be serving notice period. The incentive structure will be discussed in the first month of your joining.

Your job role will include

- Sourcing Candidate CVs
- Coordinating with clients and candidates to schedule interviews, negotiate the offer and close placement deals
- Other responsibilities as may be assigned

Our recruitment team will coordinate with you on the following

- Necessary paper work
- References

You will be on probation for a period of **6 months** from the date of joining. Subsequent, to your probationary period if your performance is found satisfactory, your position with the company will be confirmed. During the first 3 months of the probationary period you are not entitled to any leaves. Any leaves will be subject to loss of pay.

Your joining date is set as **11th April 2016.**

We will issue the Appointment letter during first month of your joining.

I look forward to working with you and wish you a rewarding career at Avance Consulting Services Pvt. Ltd.

Regards,

Indumathi
Indumathi,

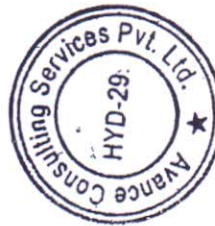
Avance Consulting Services Pvt. Ltd.
(Authorized Signatory)



Avance Consulting Services Pvt. Ltd

3-5-763/ 405&406, Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

C Break Up			Deductions	
	Monthly	Annual		
Basic	6397	76,764	Profession Tax	0.00
HRA	2559	30,708		
Conveyance	800	9,600	Provident Fund @12%	768
Special Allowance			ESI Contribution @ 1.75%	241
Medical	1250	15,000		
Cab Allowance	1000	12,000	Cab Allowance	1,000
Night Shift Allowance	1785	21,420		
Monthly Gross Earnings :	13791	165,492		
Provident Fund @13.61%	768	9212		
ESI Contribution @ 4.75%	655	7860		
CTC	15214	182,564		
Guaranteed Bonus*		30000		
Total CTC		212564		
Take Home per month	11,782			2,009
Subject to Investment declarations / submissions & TDS applicability				



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

13-16

Avance Consulting Services Pvt. Ltd

3-5-798/ 405&406, Prathima Schalass, Street No 8, Hyderguda,
King Koti, Hyderabad - 500029

Letter Of Offer

31st March, 2016

Dear B Shilpa,

I am pleased to offer you a position of **Graduate Trainee** at **Avance Consulting Services Pvt. Ltd.** You will be entitled to a CTC of **INR 2,12,564 per annum** plus incentives subject to performance and achievement of your targets. On successful completion of your probation and achievement of targets, your employment will be confirmed with the company. Guaranteed Bonus is subject to a) Completion of 1 year with Avance and b) You should be on rolls of the company, should not be serving notice period. The incentive structure will be discussed in the first month of your joining.

Your job role will include

- Sourcing Candidate CVs
- Coordinating with clients and candidates to schedule interviews, negotiate the offer and close placement deals
- Other responsibilities as may be assigned

Our recruitment team will coordinate with you on the following

- Necessary paper work
- References

You will be on probation for a period of **6 months** from the date of joining. Subsequent, to your probationary period if your performance is found satisfactory, your position with the company will be confirmed. During the first 3 months of the probationary period you are not entitled to any leaves. Any leaves will be subject to loss of pay.

Your joining date is set as **11th April 2016.**

We will issue the Appointment letter during first month of your joining.

I look forward to working with you and wish you a rewarding career at Avance Consulting Services Pvt. Ltd.

Regards,

Indumathi
Indumathi,

Avance Consulting Services Pvt. Ltd.
(Authorized Signatory)



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Avance Consulting Services Pvt. Ltd

3-5-798/ 405&406, Prathima Schalass, Street No.3, Hyderguda,
King Koti, Hyderabad - 500029

C Break Up			Deductions	
	Monthly	Annual		
Basic	6397	76,764	Profession Tax	0.00
HRA	2559	30,708		
Conveyance	800	9,600	Provident Fund @12%	768
Special Allowance			ESI Contribution @ 1.75%	241
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CTC	15214	182,564		
Guaranteed Bonus*		30000		
Total CTC		212564		
Take Home per month	11,782			2,009
Subject to Investment declarations / submissions & TDS applicability				



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Avance Consulting Services Pvt. Ltd

3-5-798/ 405&406, Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Letter Of Offer

31st March, 2016

Dear G Sai Sree,

I am pleased to offer you a position of **Graduate Trainee** at **Avance Consulting Services Pvt. Ltd.** You will be entitled to a CTC of **INR 2,12,564 per annum** plus incentives subject to performance and achievement of your targets. On successful completion of your probation and achievement of targets, your employment will be confirmed with the company. Guaranteed Bonus is subject to a) Completion of 1 year with Avance and b) You should be on rolls of the company, should not be serving notice period. The incentive structure will be discussed in the first month of your joining.

Your job role will include

- Sourcing Candidate CVs
- Coordinating with clients and candidates to schedule interviews, negotiate the offer and close placement deals
- Other responsibilities as may be assigned

Our recruitment team will coordinate with you on the following

- Necessary paper work
- References

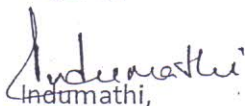
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Your joining date is set as **11th April 2016.**

We will issue the Appointment letter during first month of your joining.

I look forward to working with you and wish you a rewarding career at Avance Consulting Services Pvt. Ltd.

Regards,


Indumathi,

Avance Consulting Services Pvt. Ltd.
(Authorized Signatory)



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Avance Consulting Services Pvt Ltd

3-5-798/405&406, Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

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Take Home per month	11,782			2,009
Subject to Investment declarations / submissions & TDS applicability				



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Letter Of Offer

31st March, 2016

Dear SShiva Prasad

I am pleased to offer you a position of **Graduate Trainee at Avance Consulting Services Pvt. Ltd.** You will be entitled to a CTC of **INR 2,12,564 per annum** plus incentives subject to performance and achievement of your targets. On successful completion of your probation and achievement of targets, your employment will be confirmed with the company. Guaranteed Bonus is subject to a) Completion of 1 year with Avance and b) You should be on rolls of the company, should not be serving notice period. The incentive structure will be discussed in the first month of your joining.

Your job role will include

- Sourcing Candidate CVs
- Coordinating with clients and candidates to schedule interviews, negotiate the offer and close placement deals
- Other responsibilities as may be assigned

Our recruitment team will coordinate with you on the following

- Necessary paper work
- References

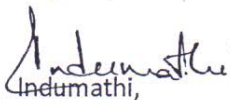
You will be on probation for a period of **6 months** from the date of joining. Subsequent, to your probationary period if your performance is found satisfactory, your position with the company will be confirmed. During the first 3 months of the probationary period you are not entitled to any leaves. Any leaves will be subject to loss of pay.

Your joining date is set as **11th April 2016.**

We will issue the Appointment letter during first month of your joining.

I look forward to working with you and wish you a rewarding career at Avance Consulting Services Pvt. Ltd.

Regards,


Indumathi,

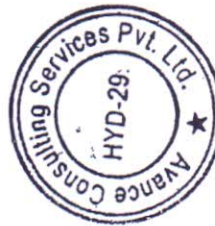
Avance Consulting Services Pvt. Ltd.
(Authorized Signatory)



Avance Consulting Services Pvt. Ltd

3-5-763/ 405&406, Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

C Break Up			Deductions	
	Monthly	Annual		
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Guaranteed Bonus*		30000		
Total CTC		212564		
Take Home per month	11,782			2,009
Subject to Investment declarations / submissions & TDS applicability				



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Letter Of Offer

31st March, 2016

Dear MAnuragh

I am pleased to offer you a position of **Graduate Trainee at Avance Consulting Services Pvt. Ltd.** You will be entitled to a CTC of **INR 2,12,564 per annum** plus incentives subject to performance and achievement of your targets. On successful completion of your probation and achievement of targets, your employment will be confirmed with the company. Guaranteed Bonus is subject to a) Completion of 1 year with Avance and b) You should be on rolls of the company, should not be serving notice period. The incentive structure will be discussed in the first month of your joining.

Your job role will include

- Sourcing Candidate CVs
- Coordinating with clients and candidates to schedule interviews, negotiate the offer and close placement deals
- Other responsibilities as may be assigned

Our recruitment team will coordinate with you on the following

- Necessary paper work
- References

You will be on probation for a period of **6 months** from the date of joining. Subsequent, to your probationary period if your performance is found satisfactory, your position with the company will be confirmed. During the first 3 months of the probationary period you are not entitled to any leaves. Any leaves will be subject to loss of pay.

Your joining date is set as **11th April 2016.**

We will issue the Appointment letter during first month of your joining.

I look forward to working with you and wish you a rewarding career at Avance Consulting Services Pvt. Ltd.

Regards,

Indumathi
Indumathi,

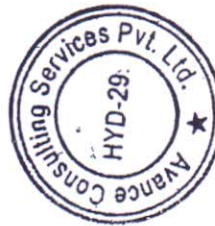
Avance Consulting Services Pvt. Ltd.
(Authorized Signatory)



Avance Consulting Services Pvt. Ltd

3-5-763/ 405&406, Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

C Break Up			Deductions	
	Monthly	Annual		
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Total CTC		212564		
Take Home per month	11,782			2,009
Subject to Investment declarations / submissions & TDS applicability				



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Letter Of Offer

31st March, 2016

Dear S Sneha Jain

I am pleased to offer you a position of **Graduate Trainee at Avance Consulting Services Pvt. Ltd.** You will be entitled to a CTC of **INR 2,12,564 per annum** plus incentives subject to performance and achievement of your targets. On successful completion of your probation and achievement of targets, your employment will be confirmed with the company. Guaranteed Bonus is subject to a) Completion of 1 year with Avance and b) You should be on rolls of the company, should not be serving notice period. The incentive structure will be discussed in the first month of your joining.

Your job role will include

- Sourcing Candidate CVs
- Coordinating with clients and candidates to schedule interviews, negotiate the offer and close placement deals
- Other responsibilities as may be assigned

Our recruitment team will coordinate with you on the following

- Necessary paper work
- References

You will be on probation for a period of **6 months** from the date of joining. Subsequent, to your probationary period if your performance is found satisfactory, your position with the company will be confirmed. During the first 3 months of the probationary period you are not entitled to any leaves. Any leaves will be subject to loss of pay.

Your joining date is set as **11th April 2016.**

We will issue the Appointment letter during first month of your joining.

I look forward to working with you and wish you a rewarding career at Avance Consulting Services Pvt. Ltd.

Regards,

Indumathi
Indumathi,

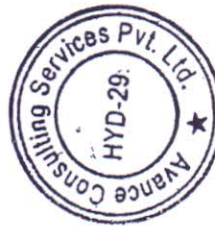
Avance Consulting Services Pvt. Ltd.
(Authorized Signatory)



Avance Consulting Services Pvt. Ltd

3-5-763/ 405&406, Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

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	Monthly	Annual		
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Total CTC		212564		
Take Home per month	11,782			2,009
Subject to Investment declarations / submissions & TDS applicability				



Prathima Schalass, Street No.8, Hyderguda,
King Koti, Hyderabad - 500029

Ref:403228

17-May-2016

Ms.P Supriya
Hyderabad (Ts) - 500010

Subject: Offer of Appointment

Dear **Ms. P Supriya**

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**.
2. You will be on probation for a period of **6 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.



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 **INR15,000/- (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 **20-AUG-2016** 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 **Sashi kumar Aulla** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA, SITE NO.44(P), 46(P), KIADB INDUSTRIAL AREA, ELECTRONIC CITY, PHASE - II, BENGALURU 560100**. 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 **campusjoining@techmahindra.com** by **14-JUNE-2016**.

For Tech Mahindra Limited



P VS KALIKESWARA RAO
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:
P Supriya

15-16

Tech Mahindra BPO Limited
Infocity, Hitech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 6636 1300
Fax: +91 40 6636 1309

techmahindra.com
connect@techmahindra.com

Registered Office:
Wing 1, Oberoi Garden Estate
Chandivali, Andheri (E),
Mumbai - 400072, Maharashtra, INDIA

CIN U72900MH2002PLC254736

Date: 2-4-2011

Source: Campus

Name: Amrutha Prahalad

Address: Hyderabad

Mobile No: 9790445985

Provisional Offer Letter

Dear Amrutha Prahalad

It is our pleasure to welcome you to Tech Mahindra BPO Limited (a Tech Mahindra company).

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as T.S.A on 01 band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cost To Company" will be Rs. 213,571. Please refer Annexure-A for details on the compensation and statutory deductions. 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.
3. Your employment with us will be governed by the company's terms and conditions.
4. You are required to join on 18-05-2016 and report to HR SPOC at 10:00 AM to complete the joining formalities at **Hyderabad**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per the enclosed check list and submit the copies of the same to the HR Team.
5. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
6. Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the Tech Mahindra family.

For Tech Mahindra BPO Limited

Authorized Signatory



Accepted

Associate Signature:

Date:





APPOINTMENT LETTER

Ref: SYSCOM/2016/8547

March 17, 2016

Mr. Tarun Narla

Dear **Tarun Narla**,

We are pleased to offer you employment at SYSCOM. We feel that your skills and background will be valuable assets to our team. Your Cost to the Company will be **Rs.3,25,000/- per annum (Three Lakh Twenty Five thousand Rupees only)**.

Per our discussion, the position is **Quality Analyst**. Your starting date will be **July 25, 2016**. The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

We look forward to welcoming you as a new employee at SYSCOM.

Sincerely,

Sanjay J,
Recruitment Manager,
Syscom,
Hyderabad.

With the signature below, I accept this offer for employment.

Name

Date