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## Offer Letter - MediaMint(Banoth Saiswaraj)

1 message

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**MediaMint Hiring** <hiring@mediamint.com>  
To: saiswaraj452@gmail.com

Thu, Mar 17, 2022 at 1:12 PM

Hi Saiswaraj,

**Congratulations!!**

We are pleased to offer you employment with MediaMint for the position of **Trainee - T1**.

Based on the comprehensive feedback received from our interview panel comprising senior executives of the company,

we are excited to extend an offer for the internship of 3 months with a Stipend of amount INR.15,000 per month with a joining date as **21st March 2022**.

Post internship depending on your performance we would extend full-time employment with the FINAL compensation break-up as attached.

Please reply to this email, with your acceptance and the confirmed date of joining, latest by EOD tomorrow.

We look forward to having you as a part of the MediaMint family.

Thanks,



**Sai Gowtham**  
Talent Acquisition  
[hiring@mediamint.com](mailto:hiring@mediamint.com)  
[mediamint.com](http://mediamint.com)

*"This email contents and its attachments are confidential. If you have received this communication in error, please notify the sender and delete the original message and its attachments promptly. Do not use, copy or disseminate the contents of this email. Please note that MediaMint is not liable for any losses arising out of this email or its attachments. It is an individual's responsibility to scan attachments (if any)."*



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## Offer Letter - MediaMint(S M Firoz)

2 messages

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**MediaMint Hiring** <hiring@mediamint.com>  
To: ferosenisa6@gmail.com

Thu, 17 Mar, 2022 at 1:16 pm

Hi Firoz,

### **Congratulations!!**

We are pleased to offer you employment with MediaMint for the position of **Trainee - T1**.

Based on the comprehensive feedback received from our interview panel comprising senior executives of the company, we are excited to extend an offer for the internship of 3 months with a Stipend of amount INR.15,000 per month with a joining date as **21st March 2022**.

Post internship depending on your performance we would extend full-time employment with the FINAL compensation break-up as attached.

Please reply to this email, with your acceptance and the confirmed date of joining, latest by EOD tomorrow.

We look forward to having you as a part of the MediaMint family.

Thanks,



**Sai Gowtham**  
Talent Acquisition  
hiring@mediamint.com  
mediamint.com

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**SM Firoz** <ferosenisa6@gmail.com>  
To: MediaMint Hiring <hiring@mediamint.com>

Thu, 17 Mar, 2022 at 2:53 pm

I accept the offer, I will join on the mentioned date on march 21  
[Quoted text hidden]



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## Offer Letter - MediaMint(Sonnathi Varshini)

1 message

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**MediaMint Hiring** <hiring@mediamint.com>

Thu, 17 Mar, 2022 at 1:23 pm

To: sonnathivarshini@gmail.com

Hi Varshini,

### **Congratulations!!**

We are pleased to offer you employment with MediaMint for the position of **Trainee - T1**.

Based on the comprehensive feedback received from our interview panel comprising senior executives of the company,

we are excited to extend an offer for the internship of 3 months with a Stipend of amount INR.15,000 per month with a joining date as **21st March 2022**.

Post internship depending on your performance we would extend full-time employment with the FINAL compensation break-up as attached.

Please reply to this email, with your acceptance and the confirmed date of joining, latest by EOD tomorrow.

We look forward to having you as a part of the MediaMint family.

Thanks,



**Sai Gowtham**

Talent Acquisition

[hiring@mediamint.com](mailto:hiring@mediamint.com)

[mediamint.com](http://mediamint.com)

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## Offer Letter

**Dear.. Bijjala Padma Sreeja,**

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade – **A1**. The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **20<sup>th</sup> June' 2022**.

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

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

- Photocopies of all certificates including birth certificate and academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to successful background verification.** Your location of employment will be either at Hyderabad or Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

I accept the terms of this letter

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For [ValueMomentum Software Services Pvt. Ltd.](#)

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**(Candidate's Signature)**

**Stack up details of Compensation**

**Name- Bijjala Padma Sreeja,**

<b>Components</b>	<b>Monthly Amount</b>	<b>Annual</b>
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Conveyance	942	11303
Provident Fund Contribution	1800	21600
Gratuity ( payable as per gratuity act)	1014	12173
LTC	1884	22605
<b>Total</b>	<b>33333</b>	<b>400000</b>
<b>Total Annual Gross Salary</b>	<b>4,00,000 (Rupees Four Lakhs Only)</b>	
<b>Deductions:</b>		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
<b>Total Deductions</b>	<b>3800</b>	

**Note:**

1. Deductions will be made towards Provident Fund, Professional Tax, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefits such as Group Medclaim Personal Insurance as per the company policy.
3. After completing 3 years of service from the date of joining ValueMomentum, you will be eligible for retention bonus of Rs. 6,00,000/- (Six Lakhs only), which is paid over 3 years as per the following schedule. After completion of 3<sup>rd</sup> Year, Rs. 2,00,000/-, 4<sup>th</sup> year Rs. 2,00,000/- and 5<sup>th</sup> year Rs. 2,00,000/-. This Bonus will be eligible only for active employees who are on the rolls of ValueMomentum and not serving notice period as on the bonus payment date and have a consistent performance rating of Meets Expectations or above.
4. This Offer Letter is valid for you to join on or before **20<sup>th</sup>June'2022**.

\_\_\_\_\_  
**Talent Acquisition Group**

\_\_\_\_\_  
**Candidate Signature**



## Offer Letter

Dear.. Peddineni vyshnavi,

Congratulations! You have successfully completed the interview process with ValueMomentum and we're excited to offer you the position of "**Software Engineer - Trainee**" Grade – **A1**. The interactions during the interview process have been quite enriching, and it helped us to know you better. We're confident that your knowledge, goals and values are a perfect match for the organization.

This offer is subject to an acceptance of working for minimum 2 years' term with ValueMomentum and during the onboarding formalities, you are expected to sign a surety agreement for this duration. Your date of joining would be **20<sup>th</sup> June' 2022**.

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

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

- Photocopies of all certificates including birth certificate and academic qualifications
- 3 Passport size photographs
- Passport copy (all pages)
- Pan Card (Photo Copy)

Please bring all your original certificates supporting your educational qualifications along with mark sheets at the time of joining. **Kindly note that your appointment is subject to successful background verification.** Your location of employment will be either at Hyderabad or Pune. You may be asked to relocate to any of our offices depending on the business requirements. You are required to work in designated working hours as discussed and agreed during interview process. You are required to work in projects associated with any of our Line of Businesses.

Sincerely,

I accept the terms of this letter

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For [ValueMomentum Software Services Pvt. Ltd.](#)

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(Candidate's Signature)

**Stack up details of Compensation**

Name- .. Peddineni vyshnavi,

<b>Components</b>	<b>Monthly Amount</b>	<b>Annual</b>
Basic Salary	21100	253200
House Rent Allowance	6593	79119
Conveyance	942	11303
Provident Fund Contribution	1800	21600
Gratuity ( payable as per gratuity act)	1014	12173
LTC	1884	22605
<b>Total</b>	<b>33333</b>	<b>400000</b>
<b>Total Annual Gross Salary</b>	<b>4,00,000 (Rupees Four Lakhs Only)</b>	
<b>Deductions:</b>		
Provident Fund (Employee & Employer)	3600(1800+1800)	
Professional Tax	200	
<b>Total Deductions</b>	<b>3800</b>	

**Note:**

1. Deductions will be made towards Provident Fund, Professional Tax, Group Term Life Insurance, Group Personal Accidental Insurance and Income tax as applicable.
2. You will be entitled to Benefits such as Group Medclaim Personal Insurance as per the company policy.
3. After completing 3 years of service from the date of joining ValueMomentum, you will be eligible for retention bonus of Rs. 6,00,000/- (Six Lakhs only), which is paid over 3 years as per the following schedule. After completion of 3<sup>rd</sup> Year, Rs. 2,00,000/-, 4<sup>th</sup> year Rs. 2,00,000/- and 5<sup>th</sup> year Rs. 2,00,000/-. This Bonus will be eligible only for active employees who are on the rolls of ValueMomentum and not serving notice period as on the bonus payment date and have a consistent performance rating of Meets Expectations or above.
4. This Offer Letter is valid for you to join on or before **20<sup>th</sup>June'2022**.

\_\_\_\_\_  
Talent Acquisition Group

\_\_\_\_\_  
Candidate Signature

**31st January 2022**  
**Mr. Chamakuri Sai Kumar**  
**Nalgonda, 508001**  
**India**

**Dear Chamakuri Sai Kumar**

We are pleased to inform you that your application for an Internship program has been accepted.

We are pleased to offer you an appointment for the position of **SDET Associate at B8**. Your internship with **HashedIn Technologies Private Limited** ("Company") will be in Bengaluru. The Internship program is for a duration of **Four Months** beginning **7th March 2022** to **29th July 2022**.

During this period, you will be paid a monthly stipend of **INR 25000** per month.

This Internship will cease either upon its completion or on **29th July 2022** whichever is earlier. You will maintain confidentiality of the information you would have access to - both during and after the completion of the assignment.

Upon your reporting, you will be informed of your guide and program scope.


This will be followed by a job offer of SDET Engineer- I at Band 7 upon successful completion of your internship and coursework. Post internship, you will be entitled to receive a gross CTC of INR 7,84,000/- (Rupees Seven Lakhs Eighty Four Thousand Only). You can refer to the following table for the breakup.

Component	Amount in INR
Fixed CTC	₹ <b>587500</b>
Performance Variable Bonus Upto	₹ <b>97000</b>
<b>Total Cost to Company</b>	₹ <b>784000</b>
Joining Bonus (One Time Payment)	₹ <b>100000</b>

**In case you need further information, please do a "reply all" with your concern and we will get back to you at the earliest.**

For **HashedIn Technologies Private Limited**  
Best Regards,

**Authorized Signatory**

  
\_\_\_\_\_  
Signature


12/02/2022  
\_\_\_\_\_  
Date



**CONFIRMATION PAGE**

The undersigned hereby confirms that he has signed and accepted the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Agreement") in consideration of his internship with **Hashedin Technologies Private Limited** as **SDET Associate** subject to the following:

- The Agreement shall be valid from **7th March 2022** to **29th July 2022**
- The conditions relating to Notice Period, Retirement Age and Leaves as mentioned in the Terms of Service shall not apply.
- Any reference to "Employment" in the Agreement shall mean "Internship".
- Any reference to "Employer" in the Agreement shall mean "Company".
- Any reference to myself as an "Employee" in the Agreement shall mean "Intern".
- Any reference to "Employment Agreement" in the Agreement shall mean "Internship Agreement".

  
Signed and Accepted

Candidate Name CH. SAI KUMAR

Date: 12/02/2022

**CONFIDENTIALITY AND WAIVER AGREEMENT**

This Confidentiality and Waiver Agreement (the "Agreement") is effective as of **7th March 2022** ("Effective Date") is by and between:

**Hashedin Technologies Private Limited** having its registered office at Bengaluru (referred to as "Company") **Chamakuri Sai Kumar**, residing at **Nalgonda** (referred to as "Recipient") hereby agree as follows:

1. The Recipient has applied to the Company for an Internship Program with the Company (referred to as "Internship"). The Company has accepted the application of the Recipient for Internship at the Company's premises from **7th March 2022** to **29th July 2022**.
2. The Recipient will comply with all rules, regulations, guidelines, policies and practices of the Company, which may be amended from time to time.
3. In consideration of the Recipient's participation in the Internship, the Recipient, for himself and his heirs, executors, administrators, representatives, assigns and successors in interest (hereinafter collectively "successors") forever waive and release the Company, its affiliates, Deloitte LLP and its subsidiaries, affiliates and related entities, Deloitte Touche Tohmatsu Limited ("DTTL") and any and all DTTL associate and member firms, all their respective, past, present and future parent companies, subsidiaries, officers, directors, employees, members, partners, principals, successors, transferees and assigns (collectively "Released Parties") from any and all claims, causes of action, liabilities, obligations, damages, losses, demands, judgments, costs and expenses, of every kind, nature or form, including, without limitation, attorney's fees, whether in contract, statute, tort (such as negligence) or otherwise, relating to, arising from or in any way, directly or indirectly, connected to, or arising out of the Recipient's participation in or association with the Internship, including any travel to or return from the Internship at the Company's premises.
4. The Company may disclose to the Recipient certain confidential, proprietary or non-public business information and/or trade secrets, which may also include information, materials, and ideas of or about the Company, its affiliates, related entities of Deloitte U.S. Entities, DTTL and its network of member firms or their affiliates, or clients, vendors, licensors or other persons, which materials, information or ideas are not generally known to the public, including, without limitation, discussion, presentation, materials, information or ideas relating to business plans, operations, products, services, methods, procedures, clients or prospective clients, equipment, or systems, whether in written, oral or any other form and also includes personally identifiable information about employees (including name, address, date of birth, photographs, government identifiers like PAN, license etc.) ( referred to as the "Confidential Information") from the Effective Date onwards.
5. From the Effective Date onwards, Recipient shall not disclose such Confidential Information and shall hold it in trust for the sole benefit of the Company. Any other details provided to or otherwise made available to the Recipient by the Company or otherwise obtained or learnt by the Recipient are also covered under this Agreement and is to be treated as Confidential Information.
6. From the Effective Date onwards in relation to Confidential Information, Recipient agrees that:
  - I. Recipient shall not disclose the Confidential Information to anyone.
  - II. Recipient shall not copy or reproduce, in whole or in part, any Confidential Information without prior written authorization of the Company; and
  - III. Recipient shall promptly return or, with Company's prior written approval, destroy all Confidential Information and copies thereof.
7. Recipient acknowledges that the Confidential Information has tangible value and contains personal and proprietary information and that the Company will suffer irreparable damage for which money damages will not be a sufficient remedy in the event of a breach of any provision of this Agreement. The Company shall be entitled to specific performance and injunctive relief as remedies for any breach

or threatened breach of any provision of this Agreement and such remedies shall not be deemed to be exclusive remedies for such breach or threatened breach by Recipient but shall be in addition to all other remedies available to the Company at law or in equity.

8. Recipient shall indemnify and hold harmless the Company, and their respective partners, principals and employees from and against any and all claims, obligations, losses, injuries, damages, reasonable costs and reasonable expenses (including, without limitation, reasonable attorneys' fees) incurred or suffered by reason of any breach by Recipient of any of the provisions of this Agreement.

9. Waivers and Amendments

(i) No delay or omission by any party in enforcing its rights or remedies hereunder shall impair such right or remedy or be deemed to be a waiver thereof.

(ii) No amendment or waiver shall be valid unless in writing and signed by both parties.

10. This Agreement shall be governed by the laws of India.

**IN WITNESS WHEREOF**, the Company and Recipient have caused this Agreement to be executed by their duly authorized representatives effective as of the date first above written.

<b>Hashedin Technologies Private Limited</b>	<b>Chamakuri Sai Kumar</b> Date: 12/02/2022 Place: <b>Nalgonda</b>
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2037581 / ELTP-CAMPUS / 2022

07-Mar-2022

**Subject: Letter of Intent**

**Dear Pravallika,**

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.
- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - C** for breakup of your intended Annual Salary package.
- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.





Tech Mahindra Limited  
Infocity, Hitech City Layout,  
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363  
Fax: +91 40 2311 7011

Registered Office:  
Gateway Building, Apollo Bunder  
Mumbai 400 001, India.  
[www.techmahindra.com](http://www.techmahindra.com)  
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **06-Sep-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
**For Tech Mahindra Limited,**

A handwritten signature in blue ink that reads "R. Krishna".

**Krishna Ramaswamy**

**Head - Resource Management Group**

### Annexure A

#### Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use [tmlfh.udemy.com](http://tmlfh.udemy.com) link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

### Annexure B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>260000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
<b>Flexible Components of TFP ^</b>	12787
<b>Total Fixed Pay (Per Annum)</b>	<b>223482</b>
Total Variable Pay (TVP) (Per Annum) (*)	24831
<b>Total....(A)</b>	<b>248313</b>
<b>Additional Benefits....(B)</b>	<b>11687</b>
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>260000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto <b>Rs. 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

### Annexure C

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>325000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
<b>Flexible Components of TFP ^</b>	<b>28428</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>280985</b>
Total Variable Pay (TVP) (Per Annum) (*)	31221
<b>Total.....(A)</b>	<b>312206</b>
<b>Additional Benefits....(B)</b>	<b>12794</b>
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>325000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>INR 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>INR 3 lakhs</b> (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>INR 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto <b>INR 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	



2037582 / ELTP-CAMPUS / 2022

07-Mar-2022

**Subject: Letter of Intent**

**Dear Rahul,**

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.
- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - C** for breakup of your intended Annual Salary package.
- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ð You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.





Tech Mahindra Limited  
Infocity, Hitech City Layout,  
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363  
Fax: +91 40 2311 7011

Registered Office:  
Gateway Building, Apollo Bunder  
Mumbai 400 001, India.  
[www.techmahindra.com](http://www.techmahindra.com)  
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **06-Sep-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
**For Tech Mahindra Limited,**

A handwritten signature in blue ink that reads "R. Krishna".

**Krishna Ramaswamy**

**Head - Resource Management Group**

### Annexure A

#### Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use [tmlfh.udemy.com](http://tmlfh.udemy.com) link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery	20.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	6.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	6.5
Communication	The Art of Communications ? Become a Master Communicator	3.25
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.36
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

### Annexure B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>260000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
<b>Flexible Components of TFP ^</b>	12787
<b>Total Fixed Pay (Per Annum)</b>	<b>223482</b>
Total Variable Pay (TVP) (Per Annum) (*)	24831
<b>Total....(A)</b>	<b>248313</b>
<b>Additional Benefits....(B)</b>	<b>11687</b>
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>260000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>Rs. 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>Rs. 3 lakhs</b> (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>Rs. 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto <b>Rs. 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

### Annexure C

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>325000</b>
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Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
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<b>Total Fixed Pay (Per Annum)</b>	<b>280985</b>
Total Variable Pay (TVP) (Per Annum) (*)	31221
<b>Total.....(A)</b>	<b>312206</b>
<b>Additional Benefits....(B)</b>	<b>12794</b>
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>325000</b>
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2053277 / ELTP-CAMPUS / 2022

08-Apr-2022

**Subject: Letter of Intent**

**Dear Penugonda,**

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ð You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ð You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ð You will be under **probation for a period of 6 (Six) months** from the date of joining.
- ð During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ð Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - C** for breakup of your intended Annual Salary package.
- ð In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ð At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
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CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **07-Oct-2022** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
**For Tech Mahindra Limited,**

A handwritten signature in blue ink that reads "R. Krishna".

**Krishna Ramaswamy**

**Head - Resource Management Group**

**Annexure A**

**Learning and Certification**

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use [tmlfh.udemy.com](http://tmlfh.udemy.com) link.

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### Annexure C

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Ref: 0081559\_11/1640507

Dated: January 8, 2022

To  
Gannamaneni Vigneetha

**Sub: Offer of Employment**

Dear Ms. Gannamaneni Vigneetha,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

An  RPG Company

CIN: L72200PN1963PLCO12621  
Tel: +(20) 6607 4000, 2700 4000  
+(20) 6605 7888

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

Zensar Technologies Limited Zensar Knowledge  
Park, Plot No. 4, MIDC Kharadi, Off Nagar Road,  
Pune 411014

01



Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

**Yours Sincerely,  
For Zensar Technologies Limited**

**Sanjeeva Maithani**

**Vice President – Human Resources**

Encl:Annexure – A (Salary Structure),

Annexure – B (Terms and Conditions of employment)

Annexure – C (Document Check List)

An  **RPG** CompanyCIN: L72200PN1963PLCO12621  
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02

**Annexure – A**Name: Gannamaneni Vigneetha  
Designation: Jr. Software Engineer  
Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
<b>Total</b>	<b>367725</b>	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
<b>Gross Compensation</b>	<b>400000</b>	
Group Personal accident Insurance	6864	Sum Insured is Rs. 11,50,000/- Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/; Please refer to policy
<b>Total Cost to Company</b>	<b>406864</b>	

03



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## Annexure – B

### 1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund. All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1¼ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.

In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

### 2. PROVIDENT FUND:

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

04

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Pune 411014



- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

### 3. Other Benefits

- **Hospitalization**  
You and your spouse will be eligible to avail of the medical insurance cover.
- **Leave**  
You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

#### **4. Probationary Period**

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

#### **5. Notice Period**

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

05

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Pune 411014



- In case you leave the services of Zensar within 1 year of your joining the Organization, due to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

**6. Garden Leave :** In a situation wherein continuation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 herein.

Garden Leave shall mean "an arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities."

**7. Employee request for immediate release:** In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

**8. Notice Pay:** (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion.

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

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**zensar™**



(b) In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in line with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company's discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be. **The Company will not be liable for any additional severance obligations under any of the above scenarios**

9. Your release from the Company's services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

10. **Statement of Facts:** It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

## 11. Group Insurances

- From the month following your joining, Company will provide you coverage under the Group Medclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Medclaim Insurance policy.

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## 12. Confidentiality

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company

You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.

- For the purposes of Clause, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

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- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use /infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

### **13. Non Solicitation of Associates and Clients**

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
  - Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
  - Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
  - You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
  - This clause shall be binding on you even after your separation from the company.

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#### **14. Intellectual Property**

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, activities not authorized by the Company or acts, actions, activities undertaken by you against Company's policies, guidelines instructions.

#### **Retirement:**

- You will retire/ superannuate from the company on reaching the age of 58 years.
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR manual.

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- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:
  - You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
  - You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
  - You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
  - There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

## **Jurisdiction**

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

## **15. Indemnification**

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.

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## **16. Other Terms and conditions**

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.
- This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

## **17. SMS Notification**

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

## **18. Disciplinary Action:**

- If at any point of time, Company has reasonable prima facie justification to believe that you may have indulged in act(s) that may have violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.

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- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension. Upon
- completion of investigation, if the company concludes that you have not committed any such misconduct or breach

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of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.

If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full: Gannamaneni Vigneetha

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Signature:G.Vigneetha

Address:5-119,Kachapur,Kamareddy,Telangana.

Phone:9618537443

E-mail ID:vigneetha28@gmail.com

Date :16-01-2022

Place:Hyderabad

**Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.**

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**Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification

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4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

**You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN number**

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

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

Private & Confidential

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**Ref: 0081559\_9/1640223**

**Dated: January 8, 2022**

To  
Enugala Krishna Reddy

**Sub: Offer of Employment**

Dear Mr. Enugala Krishna Reddy,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Zensar. Please accept our heartiest congratulations and warm welcome to the Zensar family.

Your date of joining will be communicated to you separately.

Your 'Annual Compensation' is attached herewith as in Annexure – A.

The terms and conditions of employment are in Annexure-B.

You shall be required to work from any of the Zensar office location or as may be instructed by Zensar at the time of joining.

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Please note, this job offer will be contingent upon results of your final year examination. Zensar reserves a right to withdraw this offer in case you fail to satisfactorily perform / pass the exam. Also, the offer is conditional to verification of documents listed in Annexure C.

Please confirm your acceptance, in writing via email within 10 days after receiving this letter.

**Yours Sincerely,**

**For Zensar Technologies Limited**

A handwritten signature in black ink, appearing to read 'Sanjeeva Maithani', written in a cursive style.

**Sanjeeva Maithani**

**Vice President – Human Resources**

Encl:Annexure – A (Salary Structure),

Annexure – B (Terms and Conditions of employment)

Annexure – C (Document Check List)

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**Annexure – A**

Name: Enugala Krishna Reddy  
 Designation: Jr. Software Engineer  
 Grade : G0

Component	Annual Gross (INR)	
Basic	192000	Base salary component.
Customized Allowance Pool*	159725	This is used towards HRA / CLA, LTA, Medical Allowance and Children's Education. You may want to split the basket as per your tax plans.
Bonus	16000	Paid out as per the Payment of Bonus Act if Basic is less than 21000
<b>Total</b>	<b>367725</b>	
Company's contribution to PF	23040	12% of Basic
Gratuity	9235	As per Gratuity Act
<b>Gross Compensation</b>	<b>400000</b>	
Group Personal	6864	Sum Insured is Rs. 11,50,000/-

accident Insurance		Please refer to policy
Group Health Insurance Scheme		Up to four family members (in order of: Associate, Spouse, 2 Dependent Children below age 25) are covered up to a limit of Rs. 2,00,000/- P.A
Term Life Insurance		Sum Insured is Rs. 5,00,000/; Please refer to policy
<b>Total Cost to Company</b>	406864	

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03



## Annexure – B

### 1. GRATUITY:

For every associate, the organization contributes 4.81% of the Basic salary towards the Gratuity fund.

All associates who have completed minimum 5 years of continuous service with the organization are entitled for Gratuity.

The entitlements are as per the following slabs:

- 5 years or more, and less than 10 years of service, Gratuity will be calculated @ 15 days basic salary for the number of years completed.
- More than 10 years and less than 15 years of service, Gratuity will be calculated @ one month basic salary for the number of years completed.
- More than 15 years of service, Gratuity will be calculated @ 1¼ month's basic salary for the number of years completed, subject to maximum of 26 months' salary.

The gratuity amount is payable on resignation/retirement subject to above conditions.



In case of death of the associate during the service, the associate's nominee is entitled for the Gratuity benefit calculated on the basis of anticipated service subject to the conditions under the scheme entered with LIC.

## **2. PROVIDENT FUND:**

The associate becomes a member of the provident Fund Trust administered by the company from the date of the joining.

- The company deducts 12% of the basic every month through payroll as the associate's contribution to PF. Additionally, the company contributes 12 % of the associate's basic salary and the same is deposited with the Provident Fund Trust.
- Out the associate's contribution, 8.33% (subject to maximum of Rs. 541 p.m.) is remitted to The Regional Provident Fund Commissioner (RPFC), Pune towards the contribution for pension administered by RPFC.

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- The associate on resignation or retirement can apply to Trust for transfer or withdrawal of Provident Fund accumulation as per the Provident Fund rules.
- The associate is also entitled for Pension from RPFC on resignation or retirement as per the pension rules of RPFC.
- Voluntary Provident Fund: The associate, if wishes, may request for additional PF contribution minimum if 12% & maximum of 20% of Basic salary by way of deduction through payroll.

## **3. Other Benefits**

- **Hospitalization**

You and your spouse will be eligible to avail of the medical insurance cover.

- **Leave**

You will be eligible to 30 days of total leave during a year. This will include 18 days of privilege leaves and 12 days of flexi leaves. Flexi leave can be availed as casual leave, sick leave and paternity leave reasons. The details of the policy would be available to you when you join.

#### **4. Probationary Period**

- You will be on probation for a period of 12 months from the date of joining and may be confirmed as a permanent associate upon successful completion of your probation. The period of probation can be extended at the discretion of the Company.
- During the probation period, the Company has the right to terminate your services at any time upon serving one day's notice to you.

#### **5. Notice Period**

- You will be required to give three months' notice in case you decide to leave our services and the same is subject to the company's discretion. The company reserves the right at its sole discretion, to substitute the notice period by paying whole or part of your base salary in lieu of the notice period.

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- In case you leave the services of Zensar within 1 year of your joining the Organization, due

to any reason, you will be required to repay the total expenses incurred by the company towards reimbursement to you on account of your relocation, notice pay buyout and joining bonus, if any.

**6. Garden Leave :** In a situation wherein continuation of your services for the specified notice period (whether in part or in full) are not considered detrimental to the interest of the Company, the Company may allow you to serve the notice period or require you to proceed on Garden Leave during the notice period which you would have otherwise served. However, if the Company receives your request to be relieved from your duties before the completion of the notice period or during Garden Leave, then the Company at its own prerogative may relieve you from your duties on or before the completion of notice period or Garden Leave subject to clauses 8 & 9 herein.

Garden Leave shall mean “an arrangement where an employee is not required to attend his duties and responsibilities at the workplace. However, for all purposes he shall continue to be considered as an employee of the Company and make himself available, as and when required by the Company for any work pertaining to his work responsibilities including transition of responsibilities.”.

**7. Employee request for immediate release:** In a situation wherein the Company receives your request to be relieved from your duties without serving the notice period, the Company may at its own discretion relieve you with immediate effect.

**8. Notice Pay:** (a) Notwithstanding the nature of termination of your employment under any of the scenarios as set out, the Company may at its discretion.

- allow you to serve the notice period or
- require you to proceed on Garden Leave during the notice period which you would have otherwise served or
- relieve you immediately or at any time while you are serving your notice period in which event you shall be entitled to receive salary for the unserved notice period.

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**(b)** In the event, you request the Company for an early release at any time during the notice period being served, you shall be liable to pay the Company, in line with the Company policy on notice pay, for the unserved notice period. Subject to applicable laws and Company's discretion in this regard, the Company may deduct such amount from the payments that shall be payable to you as full and final settlement of your dues. The date of your release, in such event, shall be decided by your designated manager / head of department / business head, as the case may be. **The Company will not be liable for any additional severance obligations under any of the above scenarios**

9. Your release from the Company's services shall be subject to satisfactory transition of your duties and responsibilities. You shall also be required to return all Company property in your possession to the person designated by the Company in this regard. Company property shall include all documents and any copies thereof in whatever form those copies may be made, whether on paper, tape, computer disc, cloud storage-based facilities or any other digital medium or otherwise. If you hold any information on any equipment which you own, you shall forthwith copy that information onto an appropriate medium, supply that copy and any other copies in your possession to the Company and then delete such information from all equipment in your possession. Subsequent to the completion of the formalities as mentioned herein, you will be notified of the date of your release. Such release date shall be at the sole discretion of Company notwithstanding your willingness to pay for the unserved notice period for an early release.

**10. Statement of Facts:** It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of your statements / particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of minimum standards set by the company, the company shall have the right to terminate your services at its own discretion.

## **11. Group Insurances**

- From the month following your joining, Company will provide you coverage under the Group Medclaim Policy and Group Accident Insurance Policy, at no cost to you.
- It is mandatory to declare dependent (Dependent Spouse, Dependent Children) information to include them in the company Medclaim Insurance policy.

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## **12. Confidentiality**

You agree at all times during the term of your employment and thereafter (without limit of time):

- Hold Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
  
- Not to disclose or divulge Confidential Information to any person or entity without written authorization of the Company
  
- You agree to return to Zensar all proprietary information, including copies of paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment.
  
- For the purposes of Clause, “Confidential Information” means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether oral or written or in electronic format and whether marked confidential or not, including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.

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- You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with the company.
- While performing your duties, you shall not copy / use /infringe a third-party intellectual property or confidential information.
- Any breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

### **13. Non Solicitation of Associates and Clients**

- You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:
  - Solicit, divert, take away, hire, or recruit, entice or attempt to solicit any associate of the Company or the business of any client, customer, potential client, potential customer, person, or entity with whom Associate had dealings for any purpose related in any manner to the business of the Company.
- Approach or seek employment with the Company's client(s) where you are/were deployed by the Company
- You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.
- This clause shall be binding on you even after your separation from the company.



## **14. Intellectual Property**

- All intellectual property rights, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall be the exclusive property of the Company and you agree to assign all such Intellectual Property created during your employment to the company.
  
- You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment.
  
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses suffered, arising out of infringement of any patent, trademark, label, design or application, including software programs and applications by reason of your acts, actions, activities not authorized by the Company or acts, actions, activities undertaken by you against Company's policies, guidelines instructions.

### **Retirement:**

- You will retire/ superannuate from the company on reaching the age of 58 years.
  
- Notwithstanding the clause on retirement from the company's service, your employment with the Company is subject to termination on three month's prior notice by either side. The Company however, reserves the right to, at its sole discretion, substitute the notice period by paying you basic salary in lieu of the notice period.
  
- For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR

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- Notwithstanding anything else stated above, the Company shall also have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
- You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the

Company any disrepute whether or not such act is directly related to the affairs of the Company; or o You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

- There is a discrepancy in the documents/certificates given by you as a proof in support of the information provided by you at the time of interview and in the candidate data sheet.

#### **Jurisdiction**

Even though the company may depute you overseas for on-site work to any other location, any issues arising out of your contract of employment, shall be governed by the laws of India and the courts of Pune shall have the exclusively jurisdiction

### **15. Indemnification**

- You agree to indemnify the Company for all loss, damage, liabilities and costs and expenses, including reasonable attorney fees, suffered or incurred by the Company or caused by or related to your breach of any of the provisions contained in this Terms of Employment.



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+(20) 6605 7888

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## **16. Other Terms and conditions**

- You agree not to undertake employment, whether full-time or part-time of any other organization / entity engaged in any forms of business activity without the consent of Zensar. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.
- This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the company or any external agency through Zensar to verify your educational, previous employment, your conduct and any other background checks prior to your joining the company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or objection. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service You agree to abide by all the policies of the Company in force from time to time.

## **17. SMS Notification**

- You agree that the Company can contact you via SMS notifications or any other telephonic mode, before , during and after Zensar's joining process, in order to, inter-alia, keep you updated and well informed on joining and/or subsequent processes and developments.

## **18. Disciplinary Action:**

- If at any point of time, Company has reasonable prima facie justification to believe that you

may have indulged in act(s) that may have violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, and the Company decides to carry out further investigation into such acts, Company reserves the right to suspend you from its services pending investigation.

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- During the period of suspension, Company may ask you not to report to work (physically or remotely) and may suspend the use of your company email. Further Company reserves the right to pay you only 50% (fifty percent) of applicable salary (excluding retirement benefits or performance bonus) for the period of suspension.
- Upon completion of investigation, if the company concludes that you have not committed any such misconduct or breach of your obligations, the salary retained as above during suspension will be paid to you in the next immediate payroll cycle.
- If upon completion of investigation, company concludes that you have committed any misconduct or violated any of the conditions mentioned herein, Company's policies, processes, RPG Code of Corporate Governance & Ethics, any applicable law or regulatory provisions, Company may impose such punishment as it deems fit, including suspension or fine or stoppage of annual increment or reduction in rank or termination of your service for cause as provided hereunder. In such event, the salary retained as above during suspension will not be paid to you and the Company reserves the right to adjust the same against any damages or fine recoverable from you in connection with the acts committed by you.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them:

Name in Full:

Signature:

Address:

Phone:

E-mail ID:

Date:

Place:

**Note: This document gives indicative details of all plans. Their implementation is governed by policies of Zensar and applicable legal agencies and may change from time to time without prior notice. Latest Details and specifics of each plan are available with the Human Resources Function.**

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### **Annexure – C**

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each

1. Proof of Age either copy of passport or school leaving certificate
2. Last Qualification Certificate
3. Mark sheet of last qualification
4. Last salary slip
5. Two passport size color photographs
6. Copy of Pan Card
7. Copy of Passport (if available)
8. Bank Account Number and details

**You must provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can**

**be made without a PAN number**

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the company reserves the right to terminate the employment at any time during your service

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

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