

# Ditio Sys Pvt Ltd

Dear Vikram K,

It is my pleasure to extend the following offer of employment to you on behalf of Ditio Sys Pvt Ltd. This offer is contingent upon you passing the company's mandatory verification / screening of documents, receipt of your college transcripts and criminal background check.

**Job Title: Support Executive**

During your term of employment with Ditio Sys Pvt Ltd you will report to the operations manager

This offer letter is based on information supplied by you in your application for employment. This offer letter will be treated as null and void if any material error in the management's opinion is discovered; any false information or any willfully suppressed material can lead to your termination from the service without any notice.

**Salary:** Your CTC will be **Rs 1,80,000/-** per annum and subject to deductions for taxes and other withholding as required by law and / the policies of the company. You will be on the US shift timings as confirmed by your reporting manager.

Your monthly salary will be paid by the second week of the following month. You will be eligible for the required statutory benefits during your employment periods with Ditio Sys Pvt Ltd

Your individual remuneration is purely a matter between yourself and the company and has arrived based on your specific background and professional merit. We expect you to maintain this information and any changes made there-in from time to time personal and confidential.

Your employment at Ditio Sys Pvt Ltd, Bangalore commences from **2<sup>nd</sup> June 2021** you are on probation for six months from the starting date of your employment. During the employment period you may terminate this agreement by giving the company 60 days prior written notice and without assigning any reason the notice must be given in writing by you to the head of human resources and must be approved by the Managing Director of the company subject to completion of your project responsibilities and transition of all business information.

Your employment with Ditio Sys Pvt Ltd must be strictly for a minimum period of 6 months, if you fail to continue your employment you are strongly asked to serve for one full month without receiving your monthly remuneration.

**Hours of work**



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Narasimhareja Colony, Bangalore-560 019.

Ditio Sys Pvt Ltd has working hours of nine hours a day 5 days a week with 60 minutes break time in total which includes a meal break and stretch time in between your working hours your minimum commitment is **182 production hours / month**. The company remains open on 365 / 24/7 basis to meet commitments and to extend support to customers and clients.

### Duties

You must provide your service exclusively to the company the employee shall during his / her employment act as Support Executive. The main responsibilities are to carry out your job as per the job description communicated.

### Annual leave

Your first six months of continuous employment at the company will be considered an evaluation period. Unauthorized absenteeism and excessive absenteeism will be viewed seriously and will warrant initiation of disciplinary action the company also reserves the right to terminate any employee who has been absent without intimation for three working days.

Any employee should fall sick as per the policy. One should inform the next supervisor at least 6 hours prior to your reporting time to work to enable the supervisor to create a backup support for the work otherwise it will be deemed as absent.

### Travel

You will not be availing company transportation services you will be commuting on your own to work on all working days prescribed by the company. Company will not take responsibility for your transportation for commuting time during working days in terms of safety and security to you.

You should also keep in mind that attendance discipline in terms of work time schedule etc is best kept to achieve best performance during your employment. Any employee not binding to the policies of the company with respect to the above stated terms of travel then the company has the right to terminate his / her employment.

### Dress Code Policy:

Employees are expected to dress in business casual, smart casual, business attire unless the day's tasks require otherwise. Employees must always present a clean, professional appearance.

Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs or stamps is not allowed. Clothing should not be too revealing. Clothing and grooming styles dictated by religion or ethnicity are exempt.

### Communication



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2 of 5

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All employees shall keep the company informed for the latest address always and inform the company in writing in case of change of their residing address any communication sent to you by the company on your last known / mentioned address will be deemed to be duly served notwithstanding the fact that you have changed the address.

#### **Internet/ email / cell phone usage**

Internet use on company's time is authorized to conduct company business only. Additionally, under no circumstances may company computers or other electronic equipment be used to obtain view or otherwise Immoral and ethical on business related internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Email is also to be used for company business only company confidential information must not be shared outside the company without authorization at any time you are also not to conduct personal business using the company computer or email.

Any emails that discriminate against employees by any protected classes including race, gender, nationality, religion and so for will be dealt with as per the harassment policy. These emails are prohibited at the company sending or forwarding non business emails will result in disciplinary action that may lead to employment termination.

#### **Discrimination policy**

To manifest the company's continuing practice to non-discrimination in employment the company offers equal opportunities in employment to all employees and applicants. No person shall be discriminated against in employment because of Race, cast, colour, marital status, parents' status and secondary source of income religion gender age or National origin or physical handicap.

This policy includes the commitment to maintain a working environment free from workplace harassment this policy applies to all terms conditions and privileges of employment including recruitment hiring probationary periods training and development job assignments supervision promotion grade structure rates of pay or benefits transfer social and recreational program termination and retirement.

#### **Exclusivity**



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3 of 5

The employee shall provide the defined services exclusively for Ditio Sys Pvt Ltd and not for any of its competitor's clients or other business partners / affiliates of Ditio during the term of this agreement and for two years after the termination of this agreement.

### **Confidentiality**

The employee is aware that during employment under this agreement he / she will have access to and be entrusted with information in respect to the business and its dealings transactions and affairs and likewise in relation to its subsidiaries and associated companies all information is confidential.

The employee shall not during or after the period of his / her employment under this agreement the divulge to any person whatever or otherwise make use of any trade or technical secret or secret manufacturing process or any confidential information concerning the business or any of its dealings transactions or affairs or any trade secret or secret manufacturing process or any such confidential information concerning any of its subsidiaries or customers.

Your service are liable to termination without any notice or Salary in live there of for misconduct without being exhaustive and without prejudice to the general meaning of the term misconduct in the case of reasonable suspicion of misconduct disloyalty commission of any act involving moral turpitude any act of indiscipline or in efficiency as compared to other employees or lower performance as compared to other employees of your category.

All notes and memoranda of any trade secret or confidential information concerning the business of the company and its subsidiaries or associated companies or any of its or their suppliers agents distributors for customers which shall be acquired received or made by the employee during the course to someone duly authorized in that behalf that determination of his / her employment or at any time during the course of his/her employment

You will be governed by all the companies rules and regulations that are in force now and those which may come into force from time to time even if they are not individually notified to you in writing the company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

### **Governing law and jurisdiction**

This agreement is governed by and constructed in accordance with Indian laws the company and you both agree to submit to the Exclusive jurisdiction of the court of Bangalore only whether they will be civil courts labour Court industrial Tribunal or any other codes or authority of whatsoever nature.

On acceptance by you of this letter and the contract this document shall supersede all prior or oral or written agreements commitment understandings or Communications whether formal or informal with respect to the subject matter.



4 of 5

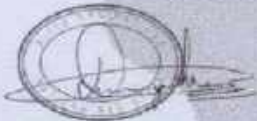
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**Formalities/Confirmation**

In signing this letter, you confirm that there is no legal or other reservation, preventing you from joining the company and fully performing your duties.

Upon acceptance of this letter, this letter shall supersede all prior oral or written agreements, commitments, understandings or communications, whether formal or informal, with respect to this subject matter.

Kind Regards,



Divya Shree N,  
HR Generalist,  
Ditio Sys Pvt Ltd.

I have read, understood and agreed to the contents of this letter and its enclosure that collectively represents my terms and conditions of my employment with the company.

Signature:

Your Name:

Date:



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Narasimharaja Colony, Bangalore-560 019.



## ADROIT Global Personnel Services Pvt. Ltd.

Corporate Office: No. B-56B Lower Ground Floor Kalkaji New Delhi-110019  
Landline: +11 84643596/98/99 Tele Fax: +11 26424464  
Mob: + 91 9891881515  
E-mail id: [ravi@adroitglobalservices.net.in](mailto:ravi@adroitglobalservices.net.in) website: [www.adroitglobalgroup.com](http://www.adroitglobalgroup.com)

Adroit/HR/OS/2021/056/939

March 14, 2021

**Sangeetha L**

55 Thurahalli Bangalore South  
Bangalore Karnataka- 560061  
Mob:- +91 8971426737

Dear **Sangeetha L**,

With reference to our discussion, we are pleased to offer you the position of "Associate", at Adroit Global Personnel Services Private Limited.

Enclosed is the compensation sheet giving details of your offer. Your total compensation package will be **Rs. 312120/-** per annum and future increase will be performance based.

The above offer is subject to verification of your certificates and testimonials (i.e certificates in proof of educational qualification, proof of past employment, reference checks, address, date of birth and any other checks as deemed fit by the organization). As mutually agreed you would be based at **Bangalore** and join duties on or before **March 15, 2021**.

The tenure of this employment is for the period of 1 year ending on **March 14, 2022**.

Please acknowledge the duplicate copy of this offer letter as a token of acceptance of our offer.

Thanking You,

Your Faithfully,

For Adroit Global Personnel Services Pvt. Ltd,

Ravi Dhiman  
(Authorized Signatory)

**PRINCIPAL**

Accepted & Agreed  
**Acharya Pathasala College  
of Arts & Science**  
Narasimharaja Colony, Bangalore-560 019.



## ADROIT Global Personnel Services Pvt. Ltd.

Corporate Office: No. B-56B Lower Ground Floor Kalkaji New Delhi-110019  
Landline: +11 54643596/98/99 Tele Fax: +11 26424464  
Mob: + 81 9891881515  
E-mail id: [ravi@adroitservices.net.in](mailto:ravi@adroitservices.net.in) website: [www.adroitglobalgroup.com](http://www.adroitglobalgroup.com)

### Annexure

Pay Heads	Rs. Monthly Salary	Rs. Annual Salary
Basic	13202	158424
House Rent Allowance	3960	47520
Advance_SB	1250	15000
Special Allowance	5608	67296
<b>Gross Salary</b>	<b>24020</b>	<b>288240</b>
<b>Deduction</b>		
Employee PF	1800	21600
LWF Employee	20	240
Professional Tax	200	2400
<b>Total Deduction</b>	<b>2020</b>	<b>24240</b>
<b>Net Take Home</b>	<b>22000</b>	<b>264000</b>
<b>Employer Contribution</b>		
Employer PF	1950	23400
LWF Employer	40	480
<b>Total Contribution</b>	<b>1990</b>	<b>23880</b>
<b>Cost To Company</b>	<b>26010</b>	<b>312120</b>

Ravi Dhiman  
(Authorized Signatory)

Accepted & Agreed

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Arpitha J

3



May 13, 2019

Welcome to WILP

Work Integrated Learning Programme  
Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.  
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Arpitha J,

**Sub: Enrolment letter to Work Integrated Learning Programme ("WILP" or "Academy") as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
General Manager – Talent Acquisition

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

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

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

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Page 1/9

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800

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## 6. CONFLICT OF INTEREST:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- a. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- b. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## 7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).



Terms & Conditions

**1. PROFILE:**

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with a **collaborating University** is offering a customized academic and training program to the Trainee along with a "Project Readiness Program" (PRP) for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

**2. DURATION:**

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

**3. Scholarship/Stipend and Benefits**

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

- 1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
- 2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000** is available to the employee at a **monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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**Narasimharaja Colony, Bangalore-560 019.**



**11. MISCONDUCT:**

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

**12. CANCELLATION OF ENROLMENT:**

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

**13. STUDY HOURS:**

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

**14. GENERAL:**

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.

The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	712	15,712/- (*)
Second year	17000	810	17,810/- (*)
Third year	19000	910	19,910/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 1.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

**Book Allowance:**

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

**Scholarship Advance:**

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

**4. Training Agreement:**

- a. This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

**5. PROJECT READINESS PROGRAM (PRP)**

- a. Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.

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Registered Office:  
**Wipro Limited** T : +91 (80) 2844 0011  
**Doddakannelli** F : +91 (80) 2844 0054  
**Sarjapur Road** E : info@wipro.com  
**Bengaluru 560 035** W : wipro.com  
**India** C : L32102KA1045PLC020800

8



**ANNEXURE - III**

**INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

**Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE " a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

**Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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Sarjapur Road E : info@wipro.com  
Bengaluru 560 075 W : wipro.com



**ANNEXURE I**

**CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)**

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

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

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

Signature.....

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- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

**8. CONFIDENTIALITY:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

**9. ASSIGNMENT OF INTELLECTUAL PROPERTY**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

**10. POSTING:**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

**Registered Office:**

Wipro Limited T : +91 (80) 2844 0011  
 Doddakannelli F : +91 (80) 2844 0054  
 Sarjapur Road E : info@wipro.com  
 Bengaluru 560 035 W : wipro.com  
 India C : L32102KA1945PLC020200

Sensitivity: Internal & Restricted

8606868

**15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

**16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For Wipro Limited,



**Sunil Kalachar**  
General Manager – Talent Acquisition



**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**  
Narasimharaja Colony, Bangalore-560 019.

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_/\_\_\_/\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Place: \_\_\_\_\_

**Registered Office:**

**Wipro Limited** T : +91 (80) 2844 0011  
**Doddakannelli** F : +91 (80) 2844 0054  
**Sarjapur Road** E : info@wipro.com  
**Bengaluru 560 035** W : wipro.com  
**India** C : L32102KA1845PLC020800

Sensitivity: Internal & Restricted



**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L741400L1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6126000 F +91 120 4683030

Registered Office: 808 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

(4) 2020-21

(6)

**Offer & Appointment Letter**

**Offer Release Date: May 14, 2020**

12209010  
Arun Kumar R  
Bangalore

Dear Arun Kumar,

Congratulations, With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in **HCL TECH LTD. - IOMC** (herein referred as "HCL" or "Company") as **Senior Specialist**

In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least keep your work and life in a perfect balance, because that is the perquisite for success. We take this opportunity to thank you and extend our appreciation on your decision to join **HCL TECH LTD. - IOMC**. You are requested to join us on **June 5, 2020**.

Your compensation would be as outlined in a separate document "**Salary Breakup - Annexure I**". The general terms and conditions governing your employment are outlined in Annexure II. **HCL TECH LTD. - IOMC** works under 24x7 operations supporting clients hence you may be required to work under various shifts as per the terms and conditions of the client.

On the date of joining, you would be requested to submit the documents listed in Annexure III. Please note that the submission of all documents is mandatory to facilitate joining, back ground verification/ validation and appointment process at **HCL TECH LTD. - IOMC**. Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of HCL family.

As confirmation of your acceptance, you are requested to sign the duplicate copy of the offer cum appointment letter and annexures and submit the same within 7 days to the undersigned.

Harish Mangain  
Noida

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

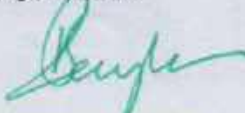
You are advised to go through the contents of this offer letter and annexures before signing the duplicate copy.

Looking ahead we see exciting times and we look towards you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT services. Welcome to our organization! We look forward to a mutually fruitful association.

For **HCL TECH LTD. - IOMC**

1

  
SIGNATURE OF EMPLOYEE



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**of Arts & Science**  
**HCL**

12209010, Bangalore



**OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT**

Vinutha M  
2636/1 Byanna Building , Nanjundiah Layout Behind Canara Bank, Begur Road  
Bangalore – 560068  
KA  
IN

Dear Vinutha,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **Transaction Risk Investigator** at **Bangalore, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth here in below. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

A handwritten signature in green ink, appearing to be "Rupr", written over a blue circular stamp.

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**of Arts & Science**  
Narasimharaja Colony, Bangalore-560 019.



2020-21 (4)

**BrainTreeHR Consulting Private Limited**

25<sup>th</sup> Jan 2021

**Ref: BTHR India/2020/225**

To,

Ms. Kavya N

Mobile : 9071278552

Email ID: gamanabharath1327@gmail.com

Address : #750, 6<sup>th</sup> B Main, Srinagar, Bangalore South

Banashankari Bangalore Karnataka 560050

**Subject: Letter of offer**

**Dear Kavya N,**

With reference to your application and subsequent interactions had with us, we are pleased to Offer you as "**Project Coordinator**" position at our Client **Centre for e-Governance, Govt of Karnataka** located at Bangalore.

**Date of Joining:** Your appointment shall be effective **25<sup>th</sup> Jan 2021** and your salary structure is enclosed in the Annexure 1.

You are appointed on the following terms and conditions:

1. Contract period – 6 months-1year (subject to client confirmation and depends on the Individual performance)
2. Your start date : **25<sup>th</sup> Jan 2021**
3. **Client Name & Location: Centre for e-Governance, Govt of Karnataka. Bangalore.**

Page 1 of 4

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Narasimharaja Colony, Bangalore-560 019.



BrainTreeHR Consulting Private Limited

25<sup>th</sup> Jan 2021

Ref: BTHR India/2020/226

To,  
Ms. Mangala J  
Mobile: 9113928434  
Email ID: mangalaj.snooby@gmail.com  
Address: #36/1, Lakshmi Nilaya,  
Anjanya Temple Street, Mysore Road,  
Near Abhaya Anjanya Temple, Avalahalli,  
VTC, Bangalore South,  
Bangalore, Karnataka 560026

**Subject: Letter of offer**

**Dear Mangala J,**

With reference to your application and subsequent interactions had with us, we are pleased to Offer you as "**Project Coordinator**" position at our Client **Centre for e-Governance, Govt of Karnataka** located at Bangalore.

**Date of Joining:** Your appointment shall be effective **25<sup>th</sup> Jan 2021** and your salary structure is enclosed in the Annexure 1.

You are appointed on the following terms and conditions:

1. Contract period – 6 months-1year (subject to client confirmation and depends on the Individual performance)
2. Your start date : **25<sup>th</sup> Jan 2021**
3. **Client Name & Location: Centre for e-Governance, Govt of Karnataka. Bangalore.**

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BHUVANA VNO. 2/1, 15TH C CROSS, 18TH MAIN ROAD, MUTHYALNAGAR,KARNATAKA -560054**APPOINTMENT LETTER**Dear BHUVANA V,

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix/Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

**1. Appointment**

1.1 You shall be appointed to the position of Representative, Operations in Comp Grade 12. This would be your Social Job Title and your Job profile, would be Advisor I, Transaction Processing. Any change in your Social Job Title / Job profile will be at the discretion of the Company, depending upon the work assigned to you. Job profile must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Job profile for social purposes as well.

1.2 Your initial place of work shall be Bangalore.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 09/09/2021 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on 08/09/2021 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at Anilkumar.Sn@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.3

Concentrix Daksh Services India Private Limited


Registered Address: Hindustan Times House, Level 10, K G Marg, Connaught Place

New Delhi- 110001, India

91 11 68157745

CIN: U72900DL1999PTC102972

info@concentrix.com www.concentrix.com

  
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1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

## 2. Terms and Conditions:

### 2.1 Valid Passport:

#### (A) Comp Grade 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

In the event that you fail to submit a copy of your passport within 180 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

#### (B) Comp Grade 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from date of joining. Failure to do so may lead to termination of your employment.

However, in the event that you fail to submit the copy of passport within 90 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 1500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the-job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

- a) Require you to undergo another training program; or
- b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
- c) Terminate your services.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.

Signature of Candidate

CNX/REC/ART/AGHR/AFTE/6.3



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- 2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.
- 2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.
- 2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.
- 2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.
- 2.8 During the period of probation, your services may be terminated by either party giving the other **15 Days** notice or gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.
- 2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **30 Days** notice or gross salary in lieu thereof. The Company reserves the right to waive the notice period. The Company also reserves the right to relieve you immediately and pay you gross salary for the notice period. However, due to exigencies of business, the Company at its sole discretion may not agree to take the gross salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.
- 2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.
- 2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the Company. You may be retired earlier if found medically unfit.
- 2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.
- 2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.
- 2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.
- 2.15 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc. needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.
- 2.16 You fully understand, recognize and agree that the Company has the right to determine and manage the setting and location of your work assignment. You agree to report for work at locations and for accounts identified by the Company, which may change from time to time, and may be at Company's office, temporary office, and client's office

Signature of Candidate

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or in a Work-At-Home (WAH) setting. In a WAH setting, you fully understand and agree that you will be required to install the enhanced secure measure of the Company for WAH, which includes mandatory use of SecureCX, a monitoring software and technology that uses a combination of camera and facial recognition technology to ensure your compliance with security requirement while performing your work. You acknowledge that you are provided with sufficient materials and information on SecureCX. You understand and agree that the above security measures are the only available suitable measures currently available for the specified purposes. Your acceptance of this employment offer shall mean that you agree to i) use SecureCX when you are in WAH, ii) the processing by the Company of the data collected through SecureCX as specified in the materials given to you, and iii) execute the required consent specific for SecureCX. Your failure to undertake the foregoing shall mean a breach of this agreement and will result to the inapplicability of WAH set-up to you and you will be immediately required to work for another account and/or another location identified by the Company, without prejudice to any legal recourse available to the Company. Your failure or refusal to report for work at the location and/or account identified by the Company will be subject to company policies and may result to discontinuance or disciplinary action, including termination of your employment. Any unworked days will be considered unpaid.

2.17 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.18 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.

### 3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

3.5 Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

Signature of Candidate

CNX/REG/ART/AGHR/AFTE/6.3



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6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the Company's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.
7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.
8. Your continuance in employment is subject to your maintaining clean criminal and financial records.
9. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.
10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
11. \*Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

It is highly recommended that before you begin your journey with Concentrix, please visit the website [www.concentrix.com](http://www.concentrix.com) The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

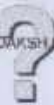
Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified

Digitally signed by DS CONCENTRIX DATA SERVICES INDIA PRIVATE LIMITED  
3  
Date: 2021.08.08 11:16:44 +05:30  
Reason: Concentrix Hiring  
Location: Bangalore



Authorized Signatory (Please Sign above)

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 09/08/2021.

Candidate Name : BHUVANA V

Candidate's Signature : \_\_\_\_\_

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

CNX/REC/ART/AGHR/AFTE/6.3



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Narasimharaja Colony, Bangalore-560 019

26-October-2020

Mr. Mithun M  
#. 776, 15th Main  
Bancolony Bus Stop  
SBM Colony Srinivasanagar  
Bangalore South, Bengaluru KA - 560050

Dear Mithun M,

This has reference to the various discussions we had with you and are pleased to engage your services as a **Consultant - Technical Support** on the following terms and conditions.

**PRINCIPAL TERMS AND CONDITIONS:**

**Employer:** Ample Technologies (P) Ltd

**Gross Remuneration:** Rs. 1,68,000/- per annum. This will be subject to deduction of taxes as applicable. You will be paid an additional remuneration of Rs. 16,800/- post completion of 1 year contract with us.

**Work Location:** Bengaluru

**Duration:**

Your period of consultation will be effective from 2nd of November, 2020 till 1st of November, 2021 and this period may be extended or pre-closed as per the business needs.

**Job description:**

Your duties and responsibilities have been explained to you. However you shall execute and perform all such duties that may be assigned to you by Ample from time to time and Ample reserves its right to vary these at its discretion.

**Termination Clause:**

This consulting assignment can be terminated by Ample or by you giving one month's notice in writing to that effect or one month's consultation charges in lieu of notice.

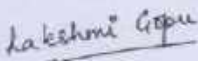
**Secrecy:**

It is a condition of your consulting assignment that you will not divulge any information relating to Ample or any of its constituents or employees received by you during the course of your assignment, and after your contract ceases with Ample for whatever reason, without the express authority in writing from the Management.

**Leave Benefit :** You will be entitled to get one day paid leave per month.

Please sign the copy of this letter as an indication of your acceptance of the above terms & conditions.

For **Ample Technologies (P) LTD**



**Lakshmi Gopu**  
**Senior Manager - HR**

I accept the above offer on the terms indicated. Further, I also confirm that I have read and understood the contract letter and hereby assure that I will abide to all the conditions mentioned.

Signature:



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**Acharya Pathasala College**  
**of Arts & Science**  
**Narasimharaja Colony, Bangalore-560 019.**

**1-November-2020**

Mr. Niranjn J  
#314, 2nd Block, Hanumantha  
11TH Main B.S.K. 1st stage Nagara,  
Near Post Office, Bangalore, Karnataka, 560050

**Dear Niranjn J,**

This has reference to the various discussions we had with you and are pleased to engage your services as a **Consultant - Technical Support** on the following terms and conditions.

**PRINCIPAL TERMS AND CONDITIONS:**

**Employer:** Ample Technologies (P) Ltd

**Gross Remuneration:** Rs. 1,59,600/- per annum. This will be subject to deduction of taxes as applicable. You will be paid an additional remuneration of Rs. 15,960/- post completion of 1 year contract with us.

**Work Location:** Bengaluru

**Duration:**

Your period of consultation will be effective from 2nd of November, 2020 till 1st of November, 2021 and this period may be extended or pre-closed as per the business needs.

**Job description:**

Your duties and responsibilities have been explained to you. However you shall execute and perform all such duties that may be assigned to you by Ample from time to time and Ample reserves its right to vary these at its discretion.

**Termination Clause:**

This consulting assignment can be terminated by Ample or by you giving one month's notice in writing to that effect or one month's consultation charges in lieu of notice.

**Secrecy:**

It is a condition of your consulting assignment that you will not divulge any information relating to Ample or any of its constituents or employees received by you during the course of your assignment, and after your contract ceases with Ample for whatever reason, without the express authority in writing from the Management.

**Leave Benefit :** You will be entitled to get one day paid leave per month.

Please sign the copy of this letter as an indication of your acceptance of the above terms & conditions.

For **Ample Technologies (P) LTD**

*Lakshmi Gopu*

**Lakshmi Gopu**  
**Senior Manager - HR**

I accept the above offer on the terms indicated. Further, I also confirm that I have read and understood the contract letter and hereby assure that I will abide to all the conditions mentioned.

Signature:



**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**



+ (977) 248-3926

info@examroom.ai

Pannaga arcade, BEML Layout 3rd Stage, RR Nagar, Bengaluru

October 27, 2020.

**CHETHAN K R**  
S/O: Rajesh K R,  
# 52/1, 20<sup>th</sup> cross,  
Manchayya Layout,  
BHEL extension, RR Nagar,  
Bangalore-560098

Dear, Chethan K R

On behalf of Examroom AI, (hereinafter referred to as "the Company") I am very pleased to offer you a position of "Proctor" in our organization. Your joining date will be **October 27, 2020**.

On the first day of the employment, please report to:

Prov, Inc  
Rajarajeshwari Nagar,  
Bengaluru,  
Reporting Time : 5:00 PM

You will be paid a annual salary(ETC) of Rs. Rs 2,19,144 Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

Prov, Inc.  
No. 1108, 2<sup>nd</sup> Floor, Pannaga Arcade, BEML 3<sup>rd</sup> stage  
80ft Road, Near Kanakadasa Circle,  
Rajarajeshwari Nagar,  
Bengaluru, Karnataka 560098  
India

I look forward to welcoming you in our organization

Should you need any further clarifications, please feel free to contact me.

Sincerely,  
for

Indu  
HR Generalist

**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**  
Narasimharaja Colony, Bangalore-560098

Examroom AI

2020-21

4



**BrainTreeHR Consulting Private Limited**

25<sup>th</sup> Jan 2021

**Ref: BTHR India/2020/225**

To,  
Ms. Kavya N  
Mobile : 9071278552  
Email ID: gamanabharath1327@gmail.com  
Address : #750, 6<sup>th</sup> B Main, Srinagar, Bangalore South  
Banashankari Bangalore Karnataka 560050

**Subject: Letter of offer**

**Dear Kavya N,**

With reference to your application and subsequent interactions had with us, we are pleased to Offer you as **"Project Coordinator"** position at our Client **Centre for e-Governance, Govt of Karnataka** located at Bangalore.

**Date of Joining:** Your appointment shall be effective **25<sup>th</sup> Jan 2021** and your salary structure is enclosed in the Annexure 1.

You are appointed on the following terms and conditions:

1. Contract period – 6 months-1year (subject to client confirmation and depends on the Individual performance)
2. Your start date : **25<sup>th</sup> Jan 2021**
3. **Client Name & Location: Centre for e-Governance, Govt of Karnataka. Bangalore.**

Page 1 of 4

**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**  
Narasimharaja Colony, Bangalore-560 019.



## BrainTreeHR Consulting Private Limited

### ANNEXURE No.1

Compensation Matrix for Ms. Kavya N, - "Project Coordinator"

Client: Centre for e-Governance. -MS building, Bengaluru - 560 001 - location

Components	Monthly (Rs)	Annually (Rs)
Basic Pay	17000	2,04,000
HRA	9000	1,08,000
Medical Allowances	4320	51,840
Gross Salary	30320	3,63,840
<b>Deductions</b>		
PT	200	2400
PF	3600	43200
Insurance	520	6240
Total Deductions	4320	51,840
<b>Net Salary per month</b>	<b>26000</b>	<b>3,12,000</b>

**Deductions:** Statutory deductions such as Income Tax, Professional Tax etc, will be applicable as per rules.

**Braintree HR consulting PVT LTD.**

**Ms.Sravanthi Shivraj**



**HR Manager**

**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**  
Saraswathinagar Colony, Bangalore-560 019.



## BrainTreeHR Consulting Private Limited

12. You are employed to work on a 6-day week basis and you will be governed by Rules and Regulations of the **Centre for e-Governance** as is in force or as changed from time to time.
13. Leave policy: as per the Centre for e-Governance. Confirmation
14. If it is found that you have misrepresented any information in your application for employment or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
15. You are expected to maintain high standards of discipline, efficiency and integrity.
16. You will not be disclosing any of our client's information and internal information, database and contacts of our clients and our internal employees to any outsider. You are also instructed not to use those contacts and database after you leave BrainTree in any circumstances for your own venture or sharing that information to any of your members for business or any service purpose. In the event of such misuse BrainTree will take legal action.

If you agree to the above terms and conditions of this appointment, you may sign the duplicate of this letter on each page as a token of acceptance of terms and conditions contained herein and return to the company along with your confirmation of the date on which you will be reporting for joining duty.

We welcome you to our organization and look forward to a mutually beneficial association.

Warm Regards,  
For **BrainTree HR Consulting Private Limited**  
**Ms. Sravanthi Shivraj**

**HR Manager**

### **ENDORSEMENT**

I hereby confirm acceptance of the above appointment, on the terms and conditions stipulated therein.

PLACE: Bangalore  
DATE: 25<sup>th</sup> Jan 2021

(Name and Signature of the candidate)  
**Mangala J,**

# 19 5<sup>th</sup> Floor Shivashankar plaza Richmond circle Bangalore 560027

**PRINCIPAL**

**Acharya Pathasala College  
of Arts & Science  
Narasimharaja Colony, Bangalore-560 019.**



# Paytm

October 12<sup>th</sup>, 2021

Mr Vishal S  
Bangalore

Dear Vishal,

**Sub: Offer letter for the position of Senior Associate**

Kindly refer to your application for employment at One97 Communications Ltd and our subsequent discussions. We would be happy to offer you the position of **Senior Associate** in **Grade- MG01 B** in our company on the following terms and conditions:

1. A detailed brief on KRAs and scope of work will be given to you on joining. Your total Gross CTC is **Rs. 700000/-** per annum.
2. This is the total cost to company and all necessary taxes will be deducted at source as per statutory requirements. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
3. You will be governed by the company's Personnel Policy, Rules of Conduct, Non-Disclosure Agreement and all other company policies as applicable to you from time to time.
4. You will be expected to join duty on **25<sup>th</sup> October 2021**, the Business hours begins from 9.30 A.M. onwards.
5. This offer is subject to your background check which company may do pre or post employment and in case of any negativity company may take any necessary disciplinary action which may lead to termination.
6. You shall be on probation for a period of six (6) months.
7. A detailed appointment letter will be issued to you on your joining.
8. Please confirm your acceptance by email to this email address within the next two working days, failing which this offer will automatically stand withdrawn.
9. Within three days of accepting our offer please send us the copy of your resignation letter accepted by your current organization.
10. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.
  - a. High School and Senior Secondary Certificates and Mark sheets
  - b. MBA/BE/B.Tech./ME/M.Tech./MCA other relevant qualification certificate(s) along with mark sheets
  - c. Experience certificate and salary slip from last employer.
  - d. Blood Group.
  - e. Relieving certificate from last employer.
  - f. 3 Passport Size Photographs.
  - g. Form 16 from last employer.
  - h. Photo Identity Proof.
  - i. PAN Number.
  - j. Aadhaar Card

Your appointment at One97 will be subject to ratification of the above. We look forward to welcoming you aboard the One97 team.

Best regards,  
**Neha Bardwaj**  
Human Resources  
One97 Communications Ltd  
B-121, Sector-5  
Noida

**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**  
Narasimharaja Colony, Bangalore-560 019.



# GREEN LABS

(Analytical Testing Laboratory)

ISO 9001 : 2015 & ISO 45001 Certified

No. C-56, KSSIDC Industrial Estate, Veerasandra Industrial Area,  
Hosur Road, Electronic City, Bangalore - 560 100. Phone : 080-2960 0330  
Mobile : 98456 65241 E-mail: enquiry.greenlabs@gmail.com



DATE: 25 Aug 2021

**Ms. Anusha. M**

Employee Code: GLB/017

Designation: Chemist

**Subject: Letter of Increment**

Dear **Ms. Anusha. M**

We are pleased to inform you that keeping in view of your good performance at your work place and role, the Management has taken a decision to give you a salary increment.

Consequently, your compensation has been revised and the new enhanced compensation will be effective from 1<sup>st</sup> July 2021.

Please note that your annual salary, 1<sup>st</sup> July 2021 will be Rs.1.68 lac pa.  
Salary for the Month 14000/-

Further, you will also be eligible for the other benefits as per your grade of employees.  
We are sure that this will motivate you and you will strive to continuously improvement in your performance in future also.

Yours faithfully,

For Green Labs

  
Authorized Signatory  
BANGALORE



**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**  
Narasimharaja Colony, Bangalore-560 019.



+(877) 848-3926

info@examroom.ai

Pannaga arcade, BEML Layout 3rd Stage, RR Nagar, Bengaluru

January 25, 2021.

Dear Prajwal Joshi,

On behalf of Examroom.AI, (hereinafter referred to as "the Company") I am very pleased to offer you a position of **Proctor/Onboarding agent** in our organization. Your joining date will be **January 25, 2021**.

On the first day of the employment, please report to:

**ExamRoom.AI Corp.**  
Raja Rajeshwari Nagar,  
Bengaluru,  
Reporting Time : 5:30 PM

You will be paid a annual salary (CTC) of Rs. **2,19,144/-**. Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**ExamRoom.AI Corp.**  
No. 1108, 2<sup>nd</sup> Floor, Pannaga Arcade, BEML 3<sup>rd</sup> stage,  
80ft Road, Near Kanakadasa Circle,  
Raja Rajeshwari Nagar,  
Bengaluru, Karnataka 560098,  
India.

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact me.

Sincerely,

for, ExamRoom.AI



Vinodha Vijay  
HR Manager

**PRINCIPAL**  
**Acharya Pathasala College**  
**of Arts & Science**  
Harasimbaria Colony, Bangalore-560 019.