



SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd Cycle) by NAAC)

Chatram Bus Stand, Tiruchirappalli – 620002.

PLACEMENT OF OUTGOING STUDENTS IN THE YEAR 2021-2022



April 4, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear AKSHAYA SB,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% 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.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the M-Tech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given 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 during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class

is organized.

- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. 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.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy

- ii. 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.
- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

10. Confidentiality:

- i. 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).
- ii. 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.

11. 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.

12. 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.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel 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.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced 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 organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, 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.
- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

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

I AKSHAYA SB, 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."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's 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 Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" 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.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the

time of exit.

Accept Decline

Signature AKSHAYA SB 4/4/2022 1:02 PM

(checking the checkbox above is equivalent to a handwritten signature)

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

23149017



Ref: Snips/HR/CL/ 22-55

DATE: 16-10-22

Ms. HARINI A
SNP/493/2022

DEAR HARINI A

SUB: Job Confirmation Letter

This has reference to your appointment letter 04-07-22 appointing to as a trainee

We have reviewed your performance during the probation period and found you suitable and competent. We are pleased to confirm your service, with effect from 15-10-22 in the position of DOCUMENTATION SPECIALIST

The terms and conditions as per mentioned in your appointment letter will remain unchanged.

The Management is pleased to inform you that the recognition of your contribution your monthly CTC stands revised from Rs. 9000 to 10,500 effect from 16-09-22

We are happy to have you as an integral part of the SNIPS family

Please intimate your acceptance by signing this letter in duplicate and return this letter to the Human Resources department

For SNIPS SOLUTION PVT LTD

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text 'NIPSSOLUTION PVT LTD' around the perimeter and 'HR/CL' in the center. Below the stamp, the words 'AUTHORISED SIGNATORY' are printed in a bold, sans-serif font.

ACCEPTED BY

A handwritten signature in blue ink, appearing to be 'Harini A', is written over a horizontal line.

HARINI A

Government of India
Department of Posts, India
Office of the Inspector of Postoffices, Kallakurichi East Sub Division, Vriddhachalam

ORDER OF PROVISIONAL ENGAGEMENT

KACE/Kilakkadu ABPM/digs dated at Kallakurichi 606202 the 06.12.21

In response to the notification No. **STC/12-GDSONLINE/2020 DATED 01.09.2020**
Shri/Smt/Ms. **GOMATHI** son / daughter of
Shri. **KAMARAJ** whose Date of Birth is **12/05/2001**
and who belongs to **OBC** category/selected against **UR** category is hereby
engaged as **GDS ABPM Dak Sevak, Kilakkadu B.O** in account with under
Sankarapuram (Villupuram) S.O/Kallakurichi H.O **PROVISIONAL BASIS** with effect from dated
06/12/2021 AN/FN in the TRCA scale of **10000**. He/she shall be paid such
allowances as are admissible from time to time.

2. Shri/Smt/Ms. **GOMATHI** Son/daughter of Shri
KAMARAJ should clearly understand that his/her engagement
as **GDS ABPM Dak Sevak, Kilakkadu B.O** in account with / under
Sankarapuram (Villupuram) S.O/Kallakurichi H.O shall be in the nature of a contract
liable to be terminated by him/her or by the undersigned by notifying the order in writing and
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This **Provisional Engagement** is subject to satisfactory verification of the prescribed
educational qualification, community certificate and other certificates, wherever prescribed. The
candidate will have to undergo satisfactory prescribed Induction Training course and Practical
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper
channels. If the verification reveals that the claim of the candidate belonging to Scheduled
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or
educational certificates are not genuine or found unfit on Police Verification, his/her

20-September-2022

Ms. Ramya Mani

No:40 A, Nheruji Nagar, Ariyamangalam,Trichy-620010

Trichy
Tamil Nadu

Sub: Letter of Intent

Dear Ramya,

This refers to your application and subsequent interview with us.

We are pleased to offer you appointment in our Organization as "**Process Associate**" on the terms and conditions as mutually agreed upon during the course of discussion.Your total cost to company will be Rs 250,000 /- (Rs. Two Lakhs Fifty Thousand Only) per annum.

You are advised to join our organization on or before "**20-Sep-2022**". In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this letter of Intent.

Please submit following documents well before the time of joining:

- Copies of Certificates in support of your Qualifications.
- Copies of Certificates in support of your Experience.
- Original Relieving Certificate from the current employer.
- 4 Passport size photographs.
- Form 16/ Salary Certificate.
- Address proof (Copy of Driving License, Voter Identity Card etc.)
- Enclosed Joining Kit (Joining Form, Employee Application Form, Form 12B, ITR Form, Form 2 Revised, Bank Form.)- Properly filled by the employee.

On receiving the above-mentioned documents the Appointment Letter with complete break up of salary & terms & conditions of employment would be issued to you.

Artech will perform a background check through an external agency post your joining & if any information/declaration furnished by you proves to be false or you are found to have willfully suppressed any material information, the company reserves the right to terminate your services without any notice or notice pay.

We welcome you to the Artech family and look forward to a long term and fruitful relationship.

Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Thanking you,

Yours sincerely,

For Artech Infosystems Pvt. Ltd.
Shivi Agarwal
Sr. Manager-Human Resource Outbound

This is an electronically generated Offer Letter, hence signature is not required.

Artech Infosystems Pvt. Ltd.

Regd. Office: 805, Krishna Apra Business Square, Wazirpur District Centre, Netaji Subhash Place, New Delhi - 110 034

Corporate Office: Candor, B-2, Tower-2 Ground Floor, Sector 62, Noida - 201 307 INDIA

☎ +91-120-6666333

☎ +91-120-6666366

✉ info@artechinfo.in

🌐 www.artechinfo.in

CIN : U74999DL1980PTC010770

S.B.Akshaya



April 4, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear AKSHAYA SB,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP_Enrollment_Letter_Template_2022&user=23149017&i... 1/10

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

B.sinduja



February 18, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear Sinduja Balaji,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", with a horizontal line underneath it.

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

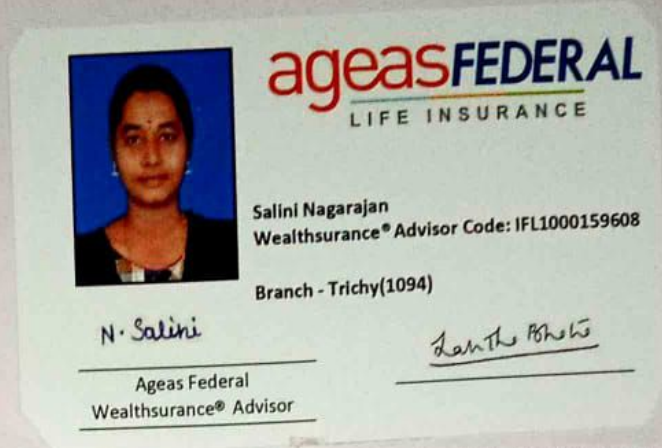
https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP_Enrollment_Letter_Template_2022&user=23817731&i... 1/10

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

27-12-2021

Salini Nagarajan
No. 141, Naduthuru
Venbavur
Veppanthattai t k
Perambalur Tamil Nadu
Pincode: 621116
Contact no: 7094064949
Advisor Code: IFL1000159608
Branch: 1094 - Trichy



Re: Your appointment as Wealthsurance® Advisor of Ageas Federal Life Insurance Co. Ltd. (the Company)

Dear Salini Nagarajan,

This is in furtherance to your successful completion of the requirements mandated by the Insurance Regulatory and Development Authority of India (IRDAI) to act as an insurance agent.

The Company is glad to appoint you as a 'Wealthsurance® Advisor' to solicit and procure life insurance business. Your appointment shall be with effect from 27-12-2021 and is subject to the terms and conditions prescribed herein and the additional conditions specifically mentioned in Annexure A, which may be modified by the Company from time to time.

Your Wealthsurance® Advisor Code No is IFL1000159608. Kindly mention this code number in all your future correspondences.

You will be reporting to Anbarasi Baskar, Agency Leader. The Company reserves the right to change your reporting from the above and attach you to another reporting manager. Such change shall be communicated to you.

This appointment letter incorporates by reference the Terms & Conditions and the same will be applicable for this appointment.

Yours sincerely,
For Ageas Federal Life Insurance Company Limited

Ronald Fernandes
Designated Officer

Declaration by Wealthsurance® Advisor

I have read and understood this letter of appointment and the enclosed Terms and Conditions. I have also read and understood the Code of Conduct stated in Annexure C hereto and agree to abide by the Code of Conduct.

Wealthsurance® Advisor
Salini Nagarajan

27-12-2021

**The Manager,
IDBI Bank Ltd.**

Dear Sir / Madam,

Sub: Introduction for Opening of Bank Account.

We are pleased to introduce **Salini Nagarajan** as a Wealthsurance® Advisor with Ageas Federal Life Insurance Co Ltd.

We request you to open a Prime Salary Account in the name of **Salini Nagarajan**.

Kindly fill in the Application No. IFL**1000159608** in the field for employee number on the application form.

The name and address as per our records are:

Name : **Salini Nagarajan**
Address : **No. 141, Nadutheru
Venbavur
Veppanthattai t k
Perambalur
Pincode: 621116
Tamil Nadu**

You may keep the following as supporting documents for the introduction:

- o This letter in original.
- o Photocopy of the Wealthsurance® Advisor Identity Card issued by Ageas Federal Life Insurance Co Ltd.

Looking forward to your co-operation in furthering our relationship.

For and on behalf of Ageas Federal Life Insurance Co Ltd,

Lalitha Bhatia

**Lalitha Bhatia
Authorised Signatory**



APPOINTMENT LETTER

May 12, 2022

Dear HARINI VIVEKANANDAN,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **People Ambassador**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of Joining, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of 12 months from the date of your appointment. The Company will during the probation period evaluate your performance periodically. The Company reserves the right to decide on the continuance of probationary period/ your employment, depending on your performance in the appointed post. On completion of the probation period, if the Company at its sole discretion, finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing. Post confirmation you will continue to be in career group - **Trainee-Group A** and after successful completion of the course and meeting requisite performance thresholds you would be allocated to career group - **B1**.
- c. The People Ambassador program will be for a period of 3 years. During this period, you will be pursuing 2 year EPGDBM from a renowned institution partnering with Wipro for the Step Up program.
- d. The retirement age is 58 years.
- e. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- f. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- g. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- h. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.

ESI (Employer Contribution)	565
Variable Pay	
Target Variable Pay	1,042
Target Cost to Company per month	20,834
Total Cost to Company per annum	2,50,008

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

a. Your salary offer will be revised on an annual basis provided you attain minimum performance level as per the performance management policy and academic scores as mentioned in clause 11, as per the table below:

Period	Annual Salary
First year	INR 2.5 Lakhs
Second year	INR 3.5 Lakhs (*)
Third year	INR 5.0 Lakhs (*)

(*)The increase in compensation at the end of each year of study will be at the discretion of Wipro subject to your satisfactory progress of study, on-the-job performance, acquisition of skills, behavior, regularity and punctuality in attendance for classes and regular work.

In the event the salary is revised, it shall be effective from the 1st of the succeeding month and will be credited on 1st of next succeeding month. For example, if an employee joins on 10th April 2022 and successfully finishes Year 1 and the company decides to revise his salary, the Year 2 salary would be effective from 1st May 2023 and will be credited on 1st June 2023.

Similarly, if an employee successfully finishes Year 2 and the company decides to revise his salary, the Year 3 salary would be effective from 1st May 2024 and credited on 1st June 2024.

b. Apart from the standard salary components, **People Ambassadors** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler.
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage.
- Medical assistance of Rs. 15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs. 2 lacs per annum.

ANNEXURE – IV

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheets and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment with Wipro is subject to the condition that my aggregate marks shall meet the Company's eligibility criteria and the verification of the above mentioned documents upon submission.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept Decline

Signature HARINI VIVEKANANDAN 12/5/2022 6:03 PM
(checking the checkbox above is equivalent to a handwritten signature)

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

24603403



Submit & Print



May 25, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear Padmavathi G,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at **0.75% 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.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given 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 during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

7. Regulations of Academic studv:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / , University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. 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.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy
- ii. 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.

person who is involved in activities, which are or shall be in conflict with the interests of Wipro.

- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

10. Confidentiality:

- i. 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).
- ii. 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.

11. 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.

12. 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.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice.

notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.

- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel 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.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced 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 organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, 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.
- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

I Padmavathi G, 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."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's 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 Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" 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.

ANNEXURE – IV

P OST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be

applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Application FAQs (<http://icims.help>)

Software Powered by iCIMS

www.icims.com ([http://www.icims.com/platform_help?](http://www.icims.com/platform_help?utm_source=platform&utm_medium=link&utm_content=page1&utm_campaign=platform%20help)

[utm_source=platform&utm_medium=link&utm_content=page1&utm_campaign=platform%20help](http://www.icims.com/platform_help?utm_source=platform&utm_medium=link&utm_content=page1&utm_campaign=platform%20help))

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Date: 21 Nov 2022

MS SATHYA S
23 Pandalanatha Puram

BeemanagerTrichy 620001

Employee No: 2649048
Dear MS SATHYA S

Engagement Letter - Trainee

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 21 Nov 2022 and expire on 21 Nov 2023, subject to the following terms and conditions:

1. Your training engagement shall conclude on the 21 Nov 2023 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your SOI report is negative, your services are liable to be terminated without notice.
10. The nature of your relationship with TeamLease will be that of contract of service from 21 Nov 2022 and expire on 21 Nov 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 10 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

Signature and date:

MS SATHYA S

*** This is a system generated document. Any unauthorised use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful. ***

Doc ID: TUD75820BF78FC



14-11-2022

Employee ID: ESPL14192

Fathima Bee Syed Omar

No 6A,

Bhudan Sahib Street,

Tindivanam

Tamil Nadu - 604001

Dear Fathima Bee Syed Omar,

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact; we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

With reference to our Offer Letter dated 14-11-2022, We are pleased to appoint you as Trainee - MCC effective 14-11-2022.

Please note that the terms and conditions of your service contract as intimated here after, is to be treated as strictly confidential and you are not to divulge its content to any employee of the company/person connected with the company, who is not authorized by the management.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

We congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

You are advised to sign and return the duplicate of this letter as token of your acceptance.

We look forward to a long rewarding career with Episource.

With best Wishes,

For EpisourceIndia Pvt Ltd

Manjula Palanisamy

Vice President-HR

Fathima Bee Syed Omar

Page 1 of 9

Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC055547

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Corporate Office
2nd Floor, Prince Info City,
No. 141, BSVV Gandhi Sakal (DMR),
Sandonchipadi, Chennai - 600 096.
No. +91 44 4910 1414

Memorial Office
5th Floor, E-Wing, Corporate Avenue
(Ahu Projects), Opp. Sakshini Corporate Park,
Chokkikulam, Andheri-Ghatkopar Link Road,
Andheri East, Mumbai - 400 095.

Vijayawada Office
Door. No.54-15-5A, 5th Floor,
Lakshmi Avenue,
Srinivasa Nagar Bank Colony,
Ring Road, Vijayawada - 520 006.



IYENGARAN FAITH CARE CENTRE PRIVATE LIMITED (OPC)

Rehabilitation centre for Drug addicts and Alcoholics

Email: iververred@gmail.com

Manthikulam, New Nathan Road, Madurai - 625014

Mobile: 98404 45693

98444 45923

Date: 20/06/2022

CONFIDENTIAL

Ms. V. KIRUBA s/o

Re: OFFER OF EMPLOYMENT

With reference to your application for employment dated 07/06/2022 for vacant interview. You have had with us we have pleasure in offering you employment on the terms and conditions indicated below. Your job will be as per the job description manual of the organization.

1. JOB TITLE AND GRADE:

Your current job title will be COUNSELLOR you will report to the MANAGING DIRECTOR

2. COMMENCEMENT OF EMPLOYMENT:

Your employment would be effective from 14th June 2022.

3. YOUR JOB PROFILE INCLUDES:

- Intake counseling
- Maintaining discipline in the organization premises
- Motivating patients towards recovery
- Helping patients to learn and know 12 steps program and AA/NA Fellowship
- Supervising the peer educators
- Organization various awareness programs, seminars, conferences
- Coordinate with the supporting projects
- Maintaining individual case records of patients
- Providing counseling for clients and family members during treatment and follow-up

4. HOURS AND PLACE OF WORK:

The hours of work shall be from 9:00 am to 4:00 pm from Monday to Saturday. You shall do that work as the situation demands. IYENGARAN FAITH CARE CENTER, as a Social Work organization works transcending the limits of time and space. Therefore, though there is a particular office and specific office during the weekend may demand your services exceeding these limits.

With Regards

Iyengar Faith Care Centre Pvt.Ltd.

175/17
Managing Director



Mobile : 97609 28028, 99422 28013
e-mail : sribharathicollege@gmail.com

SRI BHARATHI ARTS & SCIENCE COLLEGE FOR WOMEN

G.O.No. 226 (Per) 18.7.2005
[Affiliated to Bharathidasan University]

KAIKKURICHI, PUDUKKOTTAI - 622 303.

Date : 16.09.2022

APPOINTMENT ORDER

To

Ms. P.Sandhiya, B.Sc.,
D/o Pannerselvam,
35, Kamarajapuram 21th street,
Pudukkottai (Dist).
Pin : 622 303.
Mobile No :

**Sub: Faculty recruitment - Sri Bharathi Arts & Science College for Women,
Kaikkurichi, Pudukkottai - 622 303.**

**Ref: Proceedings of the Staff Selection Committee Meeting held on
01.07.2022.**

Based on the recommendations of the Staff Selection Committee, I, the undersigned, the Chairman, Sri Bharathi Arts & Science College for Women, Kaikkurichi, Alangudi Taluk, Pudukkottai District, is pleased to appoint you as **Assistant Professor in Fashion Technology and Costume Designing** in our College. You are requested to submit your Original Certificates on joining the College.

You should abide by the rules and regulations of the college and execute an agreement with the management assuring that you will work for two full academic years. The appointment is subject to the condition of approval by the Bharathidasan University.

You are requested to join duty on 16.09.2022 FN.


G. DHARMEKARAN
CHAIRMAN
SRI BHARATHI ARTS & SCIENCE COLLEGE FOR
WOMEN, KAIKKURICHI - 622 303
PUDUKKOTTAI DIST. CoB No: 9942226

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Date : 15/08/2022

Mr. / Ms. **Gayathri Rajendran**

Employee Code : **V10E23048**

Sub: Appointment Letter

Dear Mr. / Ms. **Gayathri Rajendran** ,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Medical Coder Trainee - Medical Coding** with effect from **08-08-2022** in our organization based in **Vee10**, on the following terms and conditions:

Your Cost to Company will be **Rs.204000/-per annum (Two Lakh's Four Thousand Only)** and a detailed salary break up is as per the Annexure - A

Please go through the HR Policies of the Company governing your employment. Other terms and conditions relating to your appointment are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

Bangalore: Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel:+91 80 2228 6677

Bangalore RR Nagar: 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 98325 78003

Salem SEZ: Plot No:14, IT/ITES ELOOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234029

Chennai: Tower-3 Special Module, Chennai One IT Park SEZ, Thoraipakkam - 600 097, Tel:+91 044 2433 1235

USA: New York: 489 Fifth Avenue, 18th Floor, New York, NY 10017, Tel: 646 837 0837

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

CIN : U72200TN2008PTC066426

Phone : 044-66716201 / 044-43542717/18/19



4.3 Your salary will be reviewed in each financial year. Increases following a review are not automatic but are dependent on your performance as well as the performance of the company and prevailing market conditions.

4.4 Base salary and all other forms of compensation or benefits paid to you hereunder shall be subject to all applicable taxes, and the company may withhold from any amounts payable under this Agreement, such taxes as shall be required to be withheld pursuant to any applicable law or regulation.

5. Training/Probation/Confirmation:

5.1 Training: The Company has the right to send you for further training anywhere in India.

5.2 Probation: You will be a probationer until such time as a letter of confirmation confirms you, which will be subject to your performance during your probationary period. Initially the probationary period will be of 6 months, but the same can be extended at the discretion of the management.

5.3 Confirmation: Before the completion of the probation period, your services will be reviewed and based on your performance review the company may:

5.3.1 Confirm your employment; or

5.3.2 Extend your probation period; or

5.3.3 Relieve you from the services of the Company.

5.4 Notice Period:

5.4.1 **Probation:** You must give 1 Month Notice.

5.4.2 **Confirmation:** You must give 2 Months' Notice.

6. Working Hours: You will follow the working hours and holiday calendar of the organization as per policy, mended from time to time. However, employees deployed at client sites are required to abide by the working hours and holiday calendar of the client's Work Location/Business Unit, as may be informed from time to time.

7. Termination: Terms and Conditions of your termination from employment with MNPL shall be as addressed as given below. Either party can terminate this employment with 60 days of notice period. Based on the resource or business requirement company have rights to decide the notice period.

For **Microsense Networks Private Limited**

A handwritten signature in black ink, appearing to read "R. Buramoorthi".

Raja Buramoorthi
Sr. Manager – HR and Admin

Employee

Signature : _____
Name : A Kavitha

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

CIN : U72200TN2008PTC066426

Phone : 044-66716201 / 044-43542717/18/19



7.1 The Company may terminate the Employee immediately without notice for the following reasons:

- 7.1.1 Employee's gross negligence, willful misconduct, or neglect in the performance of the duties and services; or
- 7.1.2 Employee's final conviction of a felony; or
- 7.1.3 Employee's material breach of any material provision of this Agreement; or
- 7.1.4 Employee's violation of any policy of the Company; or
- 7.1.5 if Employee has willfully engaged in conduct that Employee knows or should know is materially injurious to the Company, or any of its respective subsidiaries, divisions, or affiliates; or
- 7.1.6 death or becoming incapacitated or disabled or being medically unfit to perform company assigned duties.

7.2 If the Company terminates Employee for the causes set out in Section 7.1, Employee shall be entitled only to pro rata service fees until the date of such termination.

7.3 Either party may terminate the Agreement upon providing 60 days written notice to the other Party or payment in lieu of the notice period. In the event of your termination of your employment with the company, you will not take up employment with either the Customer or with their staffing vendor partner or with our competitors, for a minimum period of 12 months.

8. Dispute Resolution: Any disputes arising as to the terms and conditions laid out in the Employment Offer Letter, the Employment Appointment Letter or the Employment Agreement shall be resolved as per the method provided for the same in the Employment Agreement.

9. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in you being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

For **Microsense Networks Private Limited**

A handwritten signature in black ink, appearing to read "R. Buramoorthi".

Raja Buramoorthi
Sr. Manager – HR and Admin

Employee

Signature : _____
Name : A Kavitha

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

CIN : U72200TN2008PTC066426

Phone : 044-66716201 / 044-43542717/18/19



You will have to keep the company informed of any change in your residential address, your family status or any other relevant particulars.

We welcome you to **Microsense** and look forward to a fruitful collaboration.

With best wishes,

For **Microsense Networks Private Limited**

A handwritten signature in black ink, appearing to be "R. Buramoorthi", written in a cursive style.

Raja Buramoorthi
Sr. Manager – HR and Admin

Acceptance of Appointment

I hereby confirm my acceptance of this employment offer and agree to terms and conditions stipulated therein.

Signature of Employee

Name : A Kavitha

Date : 12-Sep-2022

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

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Annexure I

COMPENSATION DETAILS

Name : Ms. A Kavitha
Gender : Female
Designation : Help Desk Engineer
Date of joining : 12-Sep-2022
Location : Tamil Nadu

Gross Pay Annexure

Salary Components	Amount (Per Month – INR)	Amount (Per Annum – INR)
Basic	8482	101784
HRA	3393	40716
Special Allowance	2544	30528
Work Allowance	2544	30528
Gross Salary (Sub Total A)	16963	203556
Retirals / Other Benefits		
PF - Employer Contribution	1628	19536
ESI Employer Contribution	551	6612
Statutory Bonus	707	8484
Gratuity	408	4896
Sub Total B	3294	39528
Total CTC (A+B)	20257	243084

Income tax deduction, if applicable, will be as per the income tax act, 1961. ESI EPF Contribution will be deduction as prescribed respective Act. Annual Components (like Medical reimbursement, LTA) would be payable on claims and will be considered for exemption under income tax subjects to receipt of valid bills for the Financial Year if applicable. Bonus will be paid annually(during Diwali) as described in employment laws. Retiral benefit's edibility such as Gratuity will be calculated as described in payment of Gratuity act. Note: - This statement is only for the purpose of information and is illustrative in nature.

For **Microsense Networks Private Limited**

Raja Buramoorthi
Sr. Manager – HR and Admin

Employee

Signature : _____
Name : A Kavitha

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

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Confidentiality & Non Disclosure Agreement

THIS Confidentiality & Non-Disclosure Agreement (“Agreement”), is made and entered into on this day of 12-Sep-2022, between;

Microsense Networks Private Limited, a company incorporated under the Indian Companies Act and having its registered office / principal place of business at 112, 2nd Avenue , Defence Officer Colony , Ekattuthangal, Guindy, Chennai - 32 (hereinafter referred as Disclosing Party) represented by its Executive Director, Mr.Sujit Singh.

AND

Mr.A Kavitha Aged about 20yrs , S/D/o Annadurai, Residing No. 3-33, Kudiyana st, Adanjur, Thanjavur, Tamil Nadu 613104(hereinafter referred as the “Recipient”).

WHEREAS, Disclosing Party is engaged in the business of Wi-Fi and Wired Internet Access in Hotels and other enterprises and it is in the possession of certain information (hereinafter referred to as Confidential Information) relating to the such business; and

WHEREAS, the Recipient is an Employee of the Disclosing Party; and

WHEREAS, the Disclosing Party intends to disclose certain of its own Confidential Information as well as its customers’ Confidential Information to the Recipient, for whom the Recipient shall work for, either / both from home, office, customer premises or anywhere during his/her employment with the Disclosing Party.

Disclosing Party and the Recipient shall together be referred to as Parties and individually as Party.

Now therefore, the Parties agree as follows:

1. **Confidential Information:** The Recipient shall hold in confidence, the Confidential Information received from the Disclosing Party. For purposes of this Agreement, the term “Confidential Information” shall mean any and all information or materials regarding the products, services, activities, including (without limitation) data, plans, photographs, drawings, designs, strains, specifications, product sample, formulae, compositions, inventions, discoveries, processes, know-how, development or manufacturing techniques, product dossier, proposals, quotations, prices, reports, studies, consultants reports, trade secrets,

For **Microsense Networks Private Limited**

Employee

A handwritten signature in black ink, appearing to be "R. Buramoorthi".

Raja Buramoorthi
Sr. Manager – HR and Admin

Signature : _____
Name : A Kavitha

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

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proformas and other financial and trade / commercial information, contracts and client database, computer models and programs, contracts, plant designs and configurations, tactical scientific, statistical, commercial or technical information of any kind whether in existence at the date hereof or hereafter to come into existence including any copies, reproductions, duplicates or notes in any form whatsoever that are disclosed or provided by or on behalf of Disclosing Party to the Recipient or to any officer, director, partner, employee, agent, advisor (collectively referred as representatives) of Recipient whether in written, machine readable or other tangible form marked as Confidential by the Disclosing party or intangible form.

2. Recipient under takes that:

- a. The Recipient shall disclose the Confidential Information only to people who have the need to know this information in the course of performance of their duties and who are bound to protect the confidentiality of the information.
- b. The Recipient shall use such information only for the purpose for which it was disclosed and shall not use or exploit such information for its own benefit or for benefit of another without the prior written consent of the Disclosing Party.
- c. Not to copy at any time whether in whole or in part or adapt in any way the Confidential information provided by the Disclosing Party in the development, manufacture or marketing of any products/ services without prior written consent of the Disclosing Party
- d. If so requested by the Disclosing Party, to return or destroy any documents or any copies thereof containing the confidential information and any samples of materials supplied by the Disclosing Party. Such return however does not abrogate the continuing obligations of Recipient under this Agreement.
- e. In the event that Recipient is required by law in any judicial or governmental proceeding to disclose Confidential Information, Recipient will give Disclosing Party prior written notice of such request so that Disclosing Party may seek a protective order or appropriate remedy.
- f. Recipient shall take the same degree of care that it uses to protect its own confidential and Confidential information and materials of similar nature and importance (but in no event less than reasonable care) to protect the confidentiality and avoid the unauthorized use, disclosure, publication or dissemination of the Confidential Information.
- g. Recipient will not reverse engineer, de-compile or disassemble the Confidential Information disclosed to Recipient and agrees to segregate all such Confidential Information from the Confidential Information of others in order to prevent commingling of the same.
- h. Recipient acknowledges that all intellectual property rights arising from Recipient's use of the Confidential Information (including copyright, design and patent rights) will on creation vest in and become the exclusive property of Disclosing Party and Recipient agrees to do all things and execute all documents as requested by Disclosing Party to give full effect to this provision.

For **Microsense Networks Private Limited**

A handwritten signature in black ink, appearing to be "R. Buramoorthi".

Raja Buramoorthi
Sr. Manager – HR and Admin

Employee

Signature : _____
Name : A Kavitha

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

CIN : U72200TN2008PTC066426

Phone : 044-66716201 / 044-43542717/18/19



- i. With respect to Confidential Information, the Disclosing Party makes no warranties of accuracy, reliability, completeness, merchantability or fitness for any purpose. Confidential Information is provided on an “as-is” basis and the Disclosing Party expressly disclaims any warranties with respect to the Confidential Information.
- j. No license expressed or implied in the Confidential Information is granted to Recipient other than to use the Confidential Information in the manner and to the extent authorized by this Agreement.

3. The provisions mentioned under clause 2 shall not apply in the following cases:

The confidential information received from the Disclosing Party was already known to the Recipient and the Recipient shall if required, provide written records as proof for this.

- a. The confidential information was known to public or generally available to the public prior to the date of receipt.
 - b. The confidential information becomes known to the public or generally available to the public subsequent to the date it was received without the Recipient being responsible.
 - c. Confidential Information which is required to be disclosed in response to an order of a court or any other governmental orders pursuant to applicable laws.
4. **Ownership:** The Recipient agrees that the Disclosing Party is and shall remain the exclusive owner of Confidential Information.
5. **Term:** Unless the Parties otherwise agree in writing, Recipient’s duty to protect Confidential Information shall extend until such information ceases to be confidential in nature.
6. **Return of Documents:** The Recipient shall, upon the request of the Disclosing Party return to the Disclosing Party all Confidential Information received by the Recipient.
7. **No Copies:** Any Confidential Information supplied to the Recipient by the Disclosing Party shall not be reproduced in any form without prior written permission from the Disclosing Party. In addition, the Recipient agrees not to decompile, disassemble or reverse engineer any such Information.
8. **Samples:** If samples are provided hereunder, the samples, products made there from, and information obtained from the samples by the Recipient, shall be deemed to be Confidential Information subject to this Agreement. The samples and products made there from may be evaluated for the purpose stated above, but the Recipient shall not, without prior written consent of the Disclosing Party providing the samples, analyze, disassemble, sell, show or give the samples, products made there from, to the evaluation results, to any third party for the period specified in this agreement. The samples and products made there from shall be returned or disposed of as specified by the Disclosing Party.

For **Microsense Networks Private Limited**

Employee

A handwritten signature in black ink, appearing to read "Raja Buramoorthi".

Raja Buramoorthi
Sr. Manager – HR and Admin

Signature : _____
Name : A Kavitha

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

CIN : U72200TN2008PTC066426

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9. This agreement supersedes all prior agreement, written or oral, between the Disclosing Party and the Recipient relating to the subject matter of this agreement. This agreement cannot be modified, in whole or in part, except by an agreement in writing signed by both parties hereto.
10. Each Party warrants to the other that it is duly authorized to enter into this Agreement and that the terms of this Agreement are not inconsistent with any of its respective outstanding contractual obligations.
11. The Recipient agrees that the disclosure of Confidential Information without the express written consent of the Disclosing Party will cause irreparable harm to the Disclosing Party, and that any breach or threatened breach of this Agreement by the Recipient will entitle the Disclosing Party to injunctive relief, in addition to any other legal remedies available to it, in any court of competent jurisdiction.
12. The Recipient agrees that in event of working from home the recipient has to protect the confidential data to avoid access by people to whom it's not meant for , Recipient also commits to follow the below given tasks in event of working from home.
 - a. Recipient is sole responsible for the Company Materials / information that they are possessing and are carrying home.
 - b. If the Recipient is given company's Computer, Mobile & Data Card it must be returned to the company without any damage. Recipient will bear repair charges if any damage is occurred.
 - c. Recipient must protect the confidential data that they possess, in event of loss of data or breach of this Non-Disclosure agreement the recipient should abide by the decision taken by the company.
 - d. Recipient should have copies of information on secured cloud with due approval from the Company / his manager, to avoid loss of information or company data.
 - e. Recipient is also bind by and commits to adhere and comply with clauses 2 a) to 2j) of this agreement stated above.
13. This agreement will be binding upon and in use to the benefit of the parties hereto and their respective successors and assigns.
14. No failure or delay by either Party in exercising any rights under this Agreement shall operate as a waiver thereof, nor shall any rights or partial exercise thereof preclude any other or future exercise of any such rights or privileges hereunder.

For **Microsense Networks Private Limited**

A handwritten signature in black ink, appearing to read "R. Buramoorthi".

Raja Buramoorthi
Sr. Manager – HR and Admin

Employee

Signature : _____

Name : A Kavitha

Microsense Networks Private Limited

Regd Off : #112, 2nd Avenue , Defence Officer Colony,
Ekkattuthangal, Chennai – 600 032.

Tamil Nadu, INDIA

CIN : U72200TN2008PTC066426

Phone : 044-66716201 / 044-43542717/18/19



15. No modification, amendment or waiver of any provision of the terms of this Agreement shall be effective unless it is made in writing and duly signed by each of the Parties hereto.
16. This agreement shall be construed and interpreted in accordance with the laws of India. Courts in Chennai shall have exclusive jurisdiction.
17. Any and all disputes shall be referred for arbitration and settled as per the Indian Arbitration and Conciliation Act and Rules in force at the time of dispute arising, by a single arbitrator appointed by Disclosing Party, whose decision the Parties shall recognize and respect as final and binding without any right of appeal or review on any grounds whether in law or equity before any judicial or government body. Any such arbitration proceeding shall be held in Chennai.

IN WITNESS WHEREOF, the Parties through their authorized representatives have executed this Agreement as of the date hereof.

Microsense Networks Pvt Ltd

A handwritten signature in black ink, appearing to be "R. Buramoorthi".

Signature: _____

Name : Raja Buramoorthi

Title : Sr. Manager -HR & Admin

Employee Signature

Signature : _____

Name : A Kavitha

Job Title : Help Desk Engineer

Date : 12-Sep-2022



Date: 14-NOV-2022
Ref No: 169776

Vinetha R
Arockiya NAgar

LETTER OF APPOINTMENT

Dear **Vinetha**,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank, which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on onboarding.helpdesk@kotak.com

Signature Not Verified

Digitally signed by MANOJ PRABHAKAR PHADNIS
Date: 2022.11.14 13:38:05 IST

Manoj Phadnis
Executive Vice President – Human Resources

Vinetha R

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1856529

Letter of Intent ("LOI")

Dear PRIYA B,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

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

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1856529**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1856529**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1856529**

Thanking you,
Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

PRIYA B

Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

4th July 2022

Ms. Srividhya S
Trainee Business Analyst
No.11,Manathattai Agraharam,
Kulithalai,Karur District- 639104

APPOINTMENT LETTER

Dear Ms. Srividhya S

We are pleased to appoint you as '**Trainee Business Analyst**' in New Horizon Media Pvt. Ltd [hereinafter called the Company] with effect from **4th July 2022** and your Gross salary will be **Rs. 20,000/- [Rupees Twenty Thousand only]** per month.

Your tax liability will be to your account.

You will be based in **Chennai** and you will report to **Mr. R.Easwaran – VP Project** . Your designation, place of posting, assignment of duties are liable to change from time to time at the sole discretion of the Management of the Company.

You agree to comply with and abide by various policies, procedures, guidelines, code of conduct, standing orders and other rules and regulations of New Horizon Media Private Limited that may currently be in force or that may be issued and communicated to you from time to time.

Increments and promotions:

You will be on probation for six months.

Your career advancement and increase in salary will depend solely on your performance and contribution to the Company and will be subject to periodical appraisals and recommendations by your reporting authority.

Notice period:

Notice of two months shall be given from either side, in case of resigning from, or termination of, your employment with the Company.

Other benefits:

You will be entitled to 7 days sick leave and 7 days casual leave every year which cannot be carried over beyond one year. You will also be entitled to 10 days privileged leave after

BQ

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completion of one year and this can be carried forward up to a period of three years. You will be entitled to holidays and working hours as per standing orders of the Company.

Responsibilities:

- a. You agree that during the term of the employment with the Company, you will devote the whole of your time, attention and abilities to the business & affairs of the Company to ensure results. You will not engage in any other employment, occupation, consulting or other business or any other activity directly related to the business in which the Company is now involved or becomes involved during the terms of your employment; nor will you engage in any other activities that conflict with your obligations and full discharge of duties to the Company.
- b. You agree to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company's policy applicable.
- c. You agree to maintain the confidentiality of all information, plans, documents or any other matters or things relating to the business or interest of the Company and the Company's customers both during your employment with the Company and at any time after your resignation or termination from the Company.

Termination:

The Company may, by notice, terminate your employment with immediate effect if at any time: -

- a. it is found that the declarations or information given by you at the time of seeking employment are found to be false or misleading or it has been found that you had wilfully suppressed any information to the Company;
- b. you commit any serious or persistent breach of any of the provisions contained in this letter;
- c. you are guilty of any insubordination, misconduct or neglect or negligence in the discharge of your duties as mentioned herein;
- d. you are guilty of any conduct which in the opinion of the Managing Director brings you, the Company, or any employee, director, shareholder or customer of the Company into disrepute;
- e. you commit any act of dishonesty whether relating to New Horizon Media Private Limited or any of its employees, directors or shareholders or customers or otherwise;
- f. You absent yourself without prior intimation to, and approval from, the Company for more than 10 days.

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If and when you leave the Company's employment,

- you will surrender all paper copies and delete on all your personal devices or personal accounts, all electronic copies, including but not limited to, all emails, documents, reports, records, passwords, code and other material relating to the work done by you during your employment at the Company, or by any other employee, client or affiliate of the Company.
- you will not store any copies of the information described above on your personal devices or accounts including but not limited to your personal computers, mobile devices, storage devices like pen drives or external hard disks or online email, storage or any other such accounts owned or accessed by you.
- you will not lure, solicit or hire any of the Company's employees for a period of 3 years from the date of leaving the Company's employment.
- you will not contact any of the Company's clients to solicit business from them for a period of 3 years from the date of leaving the Company's employment.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing in the appropriate space below.

We wish you an exciting and rewarding career with the Company.

Yours truly,

Authorized Signatory



**For SynProSoft,
IT Services Division of
New Horizon Media Pvt. Ltd**

I accept the terms of the appointment letter.

Employee Name:

Employee Signature:



Date:

Salary Details

<u>M/s. New Horizon Media Private Limited</u>			
<u># 177/103, First Floor, Lloyds Road,</u>			
<u>Royapettah, Chennai – 600 014.</u>			
<u>Ph.No.044-42009603/04</u>			
Salary Slip For The Month of			July-22
		Department:	Cloud
EMP PF No:TN/RO/52337/	0	Designation	Junior Developer
ESI No:51-00-087314- 000-0803	0	Working Days	31
Bank & Account Number	XXXX	XXXXXX	
Earnings-A	Amount Rs.	Deductions-B	Amount Rs.
Basic	12,000.00	Provident Fund	1,440.00
H.R.A	6,000.00	ESI	150.00
Conveyance	1,500.00	Professional Tax (Sep & Mar Only) Every Six Months Rs.1250	-
Children Education Allowance	-	TDS	-
Children Hostel Allowance	-	Salary Advances	-
Medical Expenditure	-	CUG	-
Knowledge Upgration	-		-
Petrol and Travelling	-		-
Dress Code Allowance	-		-
Other Allowances	500.00		
Gross Pay	20,000.00	Total Deductions	1,590.00
TOTAL			18,410.00
Signature of HRD			