



22-Mar-2021

Dear **Kethu Hemanth Kumar Reddy**,  
B.Tech/B.E., Civil Engineering  
Annamacharya Inst of Tech&Sci,Cuddapah, Rajampet

**Candidate ID – 15014167**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

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



Maya Sreekumar  
**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Kethu Hemanth Kumar Reddy      **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

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

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

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

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

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

Ref No: MHCPL/HR/F09/May-09/2021-2022  
6<sup>th</sup> May, 2021

**Mr. Shaik Abdulazeez,**  
H.No: 4-188-6-B, Noor Nagar Street,  
Nagireddipalle, Nandalur,  
Andhra Pradesh – 516150.  
Phone No: +91 7997602548  
Mail-id: [shaikabdulazeez877@gmail.com](mailto:shaikabdulazeez877@gmail.com)

Offer of Employment

Dear Shaik Abdulazeez,

This is in reference to our subsequent interview you had with us, we are pleased to inform you that you have been selected for the position of "GET - Projects" (JMB-S17) to be deployed at our **My Home Tarkshya project** upon your joining. This offer will be valid subject to your joining the duties on or before **1<sup>st</sup> July, 2021**.

Detailed appointment & Service Commitment letter mentioning other terms and conditions of your employment will be issued upon joining your duty with us.

You are requested to bring the following photocopies at the time of joining:

1. Educational testimonials,
2. Latest Medical reports i.e. CBP & CUE,
3. PAN & Aadhar Card (Color Copy)
4. Passport size color photographs 8 Nos.

We request you to send the signed copy of the offer as a token of your acceptance on or before **10<sup>th</sup> May, 2021**.

Thanking you,

For My Home Constructions Pvt.,Ltd.,

  
Dr. Rasheed. M.A. **06-05-2021**  
General Manager - CHR & Admin.



I have read this letter and understood the terms of employment. I accept the same without any reservations.

Date: 10-05-2021 Signature: S. Abdul Azeer



Integer Telecom Services India  
Pvt. Ltd.  
Unit 1, 1<sup>st</sup> Floor, Ansal  
Corporate Park, Sector-142,  
Noida

**September 20<sup>th</sup>, 2021**

Shaik Arifulla,  
4/421-C,  
Gaddi Street,  
Rajampet Kadapa,  
Andhra Pradesh

Mob:+91-9381548529

Dear Arifullah,

Sub:Offer Letter

On behalf of the Integer Telecom Services India Pvt. Ltd. I want to thank you for your interest and the time you have devoted to assessing your career opportunities with our Firm.

In that regard, I am pleased to extend to you an offer for the position of "**Graduate Engineer Trainee**" with Integer Telecom Service as an Employee. We believe this is an excellent career opportunity for you and that we can offer you the challenges needed to grow professionally.

\*You are expected to join the company on or before 27/09/2021 in **Tirupati Location** and failing which this offer will stand automatically cancelled unless Integer Telecom Service Pvt Ltd extends the joining date.

\*You are requested to share below mentioned documents: -

1. PAN Card
2. Aadhar Card
3. Void Cancelled check
4. Soft copy of passport size photo
5. Mark sheets and Passing certificate of 10<sup>th</sup> and 12<sup>th</sup>
6. Mark sheet and degree of higher studies
7. Offer and relieving letters from previous employers.
8. Last 3 months' salary slips of previous employer and bank statements.

Please bring original documents for verification on the first day of your joining and share all the above mentioned documents in one zip folder.

\*\*No leaves will be entitled in starting 3 months of joining and you will be on probation for starting 3 Months.

\*Compensation: You will be entitled CTC of Rs/-1,80,000(One Lakh Eighty Thousand Rupees) per annum and as discussed you need to sign 2 years Bond with the company. As per review your salary will be revised to 2.4LPA after completing of 6 months and after completing of 1 year your salary will be revised to 3LPA.

October 21, 2021

HRD/3T/1001869310/21-22

Ms. Mettupalli Avani  
1/45, 1St Ward Chinnasettipalle,  
Rajupalem(Mandal),  
Proddatur-516359  
India

Ph: +91-9705865142

Dear Mettupalli,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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HRD/1001869310/21-22

October 21, 2021

Ms. Mettupalli Avani  
1/45, 1St Ward Chinnasettipalle,  
Rajupalem(Mandal),  
Proddatur-516359  
India

Ph: +91-9705865142

Dear Mettupalli,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **22-Nov-2021**.

### **Location**

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.



## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

## **Notice Period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## **Background Checks**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## **Other Terms and Conditions**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.



**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. Mettupalli Avani</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Ms. Mettupalli Avani</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



06/24/2021

Siva Sai Poojitha Maddala

Dear Siva Sai Poojitha,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

*Lokendra Sethi*

Lokendra Sethi (Jun 25, 2021 17:22 GMT+5.5)

Lokendra Sethi  
Vice President - Human Resources





06/24/2021

Siva Sai Poojitha Maddala  
4/827,kalahasthaia street, Super bazaar road, Proddatur  
  
Proddatur, 516360  
India

Dear Siva Sai Poojitha,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 06/30/2021.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

## **1 PAY and BENEFITS**

Your Fixed Gross Salary will be INR 360,000.00 per annum.

### **1.1 Basic Salary**

You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

### **1.2. Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### **1.3. Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

### **1.4. Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.



### **1.5 Variable Pay Program**

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

### **1.6 Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

### **1.7. Leave**

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

## **2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

### **2.1. Your job classification detail is as listed below:**

Job Function: Technology Applications Group

Job Family: Software Engineering

Job Title (Internal): Associate Professional Software Engineer

Salary Grade: 51007431

### **2.2. Work Place**

You are initially appointed to work in our office in Hyderabad. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

### **2.3 Probation**

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

### **2.4 Transfer**

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

### **2.5 Retirement**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.



## **2.6 Notice for Separation/ Termination**

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

## **2.7 Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## **2.8 Standards of Business Conduct**

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## **2.9 General Conditions**

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,  
Yours Sincerely,



*Lokendra Sethi*

Lokendra Sethi (Jun 25, 2021 17:22 GMT+5.5)

**Lokendra Sethi**

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

*M. Siva Sai Poojitha*

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Siva Sai Poojitha Maddala

Jun 25, 2021

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

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First Name Middle Name Last Name

---

Date

---

Place

---

## Annexure II

**Flexible Benefits Plan (FBP)**

Job Family: Software Engineering

Title: Associate Professional Software Engineer



1 a. House Rent Allowance

**Maximum Limit:** 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

**Maximum Limit:** 100% of Annual Basic

**Supporting Documents:** Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

**Maximum Limit:** 20% of Annual Basic subject to a maximum of Rs. 200,000

**Supporting Documents:** Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

**Maximum Limit:** Rs. 2,400 per annum

**Supporting Documentation:** Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

**Maximum Limit:** Rs. 7,200 per annum

**Supporting Documentation:** Declaration and submission of receipts

5a. Company Car Program

Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

**Maximum Limit:** Rs.26,400

**Supporting Documentation:** As per program guidelines

7. Bonus/Exgratia – For those earning basic salary up to Rs. 21, 000/–pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance through Payroll – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

**Maximum Limit:** 100% of FBP Declaration

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

**Maximum Limit:** INR 18,000 per annum

**Supporting Documentation:** Declaration and submission of receipts

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

\* Employees can purchase a vehicle with max ex-showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

**Guidelines governing Flexible Benefits Plan (FBP)**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
  2. The year for the purpose of this plan will be 1st April to 31st March.
  3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
    - a) Transfer of the employee from one city to another.
    - b) Change of grade/level.
    - c) Change of residential accommodation.
    - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
  4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:
    - a) 25% of the annual kitty in Q1
    - b) 25% of the annual kitty in Q2 & balance of Q1, if any
    - c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
    - d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any
- For the purposes of the plan, the quarters will be as follows:
- a) Q1 – April, May, June
  - b) Q2 – July, August, September
  - c) Q3 – October, November, December
  - d) Q4 – January, February, March
- Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.
5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
  6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
  7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

### **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately



2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer  
**Original Required for Verification:** Yes  
**No. of Copies:** Two

2 Letters supporting Employment viz., Offer letter, Service Certificate  
**Original Required for Verification:** Yes  
**No of Copies:** Two

3 Salary details of previous Employment  
**Original Required for Verification:** Yes  
**No. of Copies:** Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree  
**Original Required for Verification:** Yes  
**No of Copies:** Two

5 Copy of PAN card/Application ID for PAN card applied  
**Original Required for Verification:** No  
**No. of Copies:** One

6 Age Proof Copy of Passport or Pan card or Driving license  
**Original Required for Verification:** No  
**No. of Copies:** One

7 Photo identity proof Copy of PAN Card or Passport or Driving license  
**Original Required for Verification:** No  
**No of Copies:** One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name  
**Original Required for Verification:** Yes  
**No of Copies:** One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.  
**Original Required for Verification:** Yes  
**No of Copies:** Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

**Agreement Regarding Confidential Information and Proprietary Developments India**



Siva Sai Poojitha Maddala

**1. Consideration and Relationship to Employment.** As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or





demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**4. Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

**7. Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its



related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

**8. Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post–employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

**9. Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

**10. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

**11. Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

**12. Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully



understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

**FOR Company**

*Lokendra Sethi*

Lokendra Sethi (Jun 25, 2021 17:22 GMT+5.5)

**Lokendra Sethi**

Vice President - Human Resources

**FOR Employee**

**Name : Siva Sai Poojitha Maddala**

*M. Siva Sai Poojitha*

**Date : Jun 25, 2021**



22-Mar-2021

Dear Yallati Divya,  
B.Tech/B.E., Civil Engineering  
Annamacharya Inst of Tech&Sci,Cuddapah, Rajampet

**Candidate ID – 15014546**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **401,988/-**. This includes an annual target incentive of INR **22,500 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.450,740/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Yallati Divya **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	<b>Annual Gross Compensation</b>		<b>359,988</b>
	Incentive Indication (per annum)**		22,500
	<b>Annual Total Compensation</b>		<b>382,488</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>401,988</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

#### Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

**Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

**Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

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

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

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

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

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