



Offer: Computer Consultancy
Ref: TCSL/DT20195424280/Hyderabad
Date: 16/10/2021

Ms. Shalk Sumiya Kalluru
3-3-219Rajareddy Street,
Rajareddy Street,
Kadapa-516390,
Andhra Pradesh.
Tel# -9177426606

Dear Shalk Sumiya Kalluru,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our Initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20195424280

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Agreement between Selected Trainee & Company

This Agreement is entered on 17th December 2021 by and between Kellton Tech Solutions Ltd, having its registered office at Plot No. 1245, Pocham Plaza, Road No. 95, Jubilee Hills, Hyderabad - 500033 (hereinafter referred to as "Company") and M/s. _____ (hereinafter referred to as "Trainee").

WHEREAS

1. Trainee applied for undergoing On Job Training (OJT) with the Company and now as the candidate has cleared all tests and interview rounds, company has offered to impart extensive OJT and hands on training for a period of six months. Further on completion of the training, the company will offer to hire the trainee, if found suitable on such terms and conditions as will be agreed upon at the time of completion of the training.
2. For the tenure of the training, company has offered a salary of Rs. (2000) per month to the trainee for meeting their boarding and lodging expenses. The trainee during the training period shall not work full time, part time, directly or indirectly either as employee, contract employee, employee or partner or adviser or in any other capacity with any trade or business.
3. The Trainee agrees to undergo the training in accordance to the methodology, as required, and assumes his full time devotion in such training and abide by all the policies of the company.
4. The Trainee, on joining the training program with the Company on 19th January 2022, undertakes to complete the training and thereafter stay in employment of the Company for a minimum period of twenty-four months from the date of completion of his/her training. The trainee further agrees to submit a bank guarantee of Rs. 100,000/- with a pre-condition to work with the company for a minimum period of 24 months post completion of training period. The Trainee will be responsible to serve three-month's notice period in case he/she wants to leave the company, in addition to which, the Company will charge the cost of training from him/her by crediting the bank guarantee by the company.

NOW THE TRAINEE AND COMPANY HERETO AGREE AS FOLLOWS:

1. The Trainee acknowledges that a substantial cost will be incurred in training by the company hence Trainee, as part of the consideration for the training efforts and costs incurred by the company, agrees to serve the company for a minimum period of twenty-four months from the date of the completion of his/her training.
2. As any discontinuance of the employment with the company before the expiry of twenty-four months term would unfairly prejudice the Company, and, as such, the trainee undertakes not to leave the services of the Company for any reason whatsoever until a period of twenty-four months from the date of completion of his/her training with the Company.
3. In case, circumstances so force the trainee to leave the employment with the company, the trainee agrees to serve the said period of twenty-four months, then the trainee further agrees to pay a sum of Rs. 1,00,000/- (Rupees One Lakh only) or company can forfeit the bank guarantee amount of 1,00,000/- which needs to be submitted on the OJTL towards the cost of training in addition to the sum equivalent to three months of his/her monthly salary against notice period as applicable to all other regular employees of the company. The Trainee undertakes not to dispute this liability in future or at the time of ending his/her early training. If Trainee fails to pay the agreed amount, then the Company shall reserve its right to initiate any action including of legal actions for recovery of such amount from the Trainee.
4. That the said Trainee shall be faithful to the Company in all matters and shall not at any time except under legal process, divulge to any person whatsoever and shall use his/her best endeavours to prevent the publication or disclosure of any trade secret or any business process or any confidential matter or information concerning management decision of the Company or of its dealings, transactions, or affairs which may come to his knowledge.

Plot No. 1245-05, P- Plaza, G- Gate Cluster, Liberty Street, Phase II, Gurgaon - 122005, Haryana, India Ph: +91-122-4000000 Email: info@kelltontech.com
Regd. Office Plot No. 1245, Phase II, G- Gate Cluster, Liberty Street, Phase II, Jubilee Hills, Hyderabad - 500033, Telangana, India



5. The Company shall have right to transfer, suspend or terminate the training or employment of the Trainee in case if he/she breaches any of the above provisions & stands disbarred to the Company at any moment of his/her employment. Also Company can withhold the Salary until relieving documents of the said Employee until the final clearance of the matter.
6. That in the event of Any dispute arising out of or connected with this Agreement, including a dispute as to the validity or existence of this Agreement, same shall be resolved by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 at Hyderabad conducted in English by a sole arbitrator appointed by the Company.

IN WITNESS WHEREOF, CANDIDATE and the COMPANY have executed this Agreement on the day and date first mentioned above.

Signature _____
Candidate Name _____
Date _____

For Kellton Tech Solutions Limited

Authorized Signatory
(Arghya Bhatnagar)
Senior Manager - Human Resources



APPOINTMENT LETTER

March 22, 2022

Dear Shaik Sumiya,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. 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. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. 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.
- e. 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.
- f. 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.
- g. 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 VI. 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.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.