



PRIVATE AND CONFIDENTIAL

Reference No. - 1384464561
Applicant ID - 6177953

06-Jun-2023

Shaik Abdul Subahan

Dear Shaik,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

Shaik. Abdul Subahan

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384464561

Applicant ID - 6177953

06-Jun-2023

Shaik Abdul Subahan

Dear Shaik,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in FARMER FINANCE at NANDYAL - SANJEEVAN NAGAR_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 14-Jun-2023.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Reference No. - 1384464561

Shaik Abdul Subahan

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

Shaik. Abdul Subahan

Reference No. - 1384464561

Shaik Abdul Subahan

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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:4:

Reference No. - 1384464561

Shaik Abdul Subahan

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

SUNEETHA VENKATA
HR MANAGER

Digitally signed by G V SUNEETHA DEVI
Date: 2023.06.06 18:10:15 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms, conditions of the offer, and would like to confirm my acceptance.

Shaik Abdul Subahan
Signature of Applicant

ICICI Bank Limited
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Mumbai 400 051, India.

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:5:

Reference No. - 1384464561
Shaik Abdul Subahan

Annexure:

Remuneration:

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 61,008/- (Rupees Sixty One Thousand Eight only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

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:6:

Reference No. - 1384464561

Shaik Abdul Subahan

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and two dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by G V SUNEETHA
DEVI
Date: 2023.06.06 18:10:15 +05:30
Reason: Offer Letter
Location: Mumbai

Shaik Abdul Subahan
Signature of Applicant

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JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - b. Resignation accepted letter from current organisation
 - c. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

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Remuneration Details

Name: Shaik Abdul Subahan

 Position: **Senior** Officer

Group: RETAIL BANKING GROUP

	Senior Officer	
	Monthly	Annual
Basic	8,000	96,000
HRA	4,000	48,000
Supplementary Allowance*	5,084	61,008
Superannuation Allowance **	1,200	14,400
Total	18,284	2,19,408
Retirals		
Retirals (PF, Gratuity) ***	2,236	26,832
Total Fixed	20,520	2,46,240
Performance Linked Retention Pay#	2,167	26,004
Total CTC	22,687	2,72,244

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

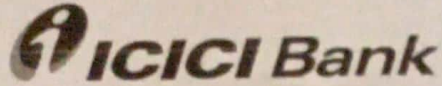
Digitaly signed by G V SUNEETHA DEVI

Date: 2023.06.06 18:10:16 +05:30

Reason: Offer Letter

Location: Mumbai

Shaik Abdul Subahan



PRIVATE AND CONFIDENTIAL

Reference No. - 1384501235

Applicant ID - 5496927

31-May-2023

SHAIK MOHAMMAD RAFI.

Dear SHAIK MOHAMMAD RAFI,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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ICICI Bank Towers
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PRIVATE AND CONFIDENTIAL

Reference No. - 1384501235

Applicant ID - 5496927

31-May-2023

SHAIK MOHAMMAD RAFI.

Dear SHAIK MOHAMMAD RAFI,

We are pleased to make you an offer of appointment as Senior Officer in ICICI Bank. You will be placed in CLOG - ACCOUNT SERVICING at HYDERABAD - GACHIBOWLI_RO. Please note that your appointment is subject to your successful completion of the Post Graduate Program in Relationship Management.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 07-Jun-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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S. Ra^{fo}_{si}

Reference No. - 1384501235
SHAIK MOHAMMAD RAFI.

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Reference No. - 1384501235
SHAIK MOHAMMAD RAFI .

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- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
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 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
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Reference No. - 1384501235
SHAIK MOHAMMAD RAFI.

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

SUNEETHA VENKATA
HR MANAGER

Digitally signed by G V SUNEETHA DEVI
Date: 2023.05.31 19:20:13 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms, conditions of the offer, and would like to confirm my acceptance.

Signature of Applicant



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:5:

Reference No. - 1384501235
SHAIK MOHAMMAD RAFI.

Annexure:

Remuneration:

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 85,008/- (Rupees Eighty Five Thousand Eight only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

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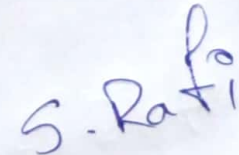
Reference No. - 1384501235
SHAIK MOHAMMAD RAFI .

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and two dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by G V SUNEETHA
DEVI
Date: 2023.05.31 19:20:14 +05:30
Reason: Offer Letter
Location: Mumbai

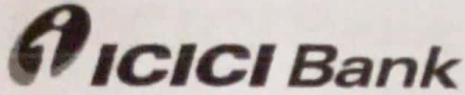
Signature of Applicant



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The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - b. Resignation accepted letter from current organisation
 - c. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

S. Rathi

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Remuneration Details
Name: SHAK MOHAMMAD RAFI.

Position: Senior Officer

Group: OPERATIONS GROUP

	Senior Officer	
	Monthly	Annual
Basic	8,000	96,000
HRA	4,000	48,000
Supplementary Allowance*	7,084	85,008
Superannuation Allowance **	1,200	14,400
Total	20,284	2,43,408
Retirals		
Retirals (PF, Gratuity) ***	2,466	29,592
Total Fixed	22,750	2,73,000
Performance Linked Retention Pay#	2,167	26,004
Total CTC	24,917	2,99,004

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Digitally signed by G V SUNEETHA DEVI

Date: 2023.05.31 19:20:14 +05:30

Reason: Offer Letter

Location: Mumbai

S. Rafi

ICICI Bank Limited
 ICICI Bank Towers
 Bandra-Kurla Complex
 Mumbai 400 051, India.

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Regd. Office : ICICI Bank Tower,
 Near Chakli Circle,
 Old Padra Road,
 Vadodara 390 007, India.

SSSV SOLUTIONS



Date:- 15.05.2023

Mr / Ms S.G Rubhiya

Sub: Letter of Appointment – reg.

నియామకం ఉత్తరం

Ref: Your Bio-data.

మీ బయో డేటా.

With reference to your bio-data and subsequent to Interview with you, we are pleased to appoint you as Contract Workman under the following terms and conditions:

మీ బయో-డేటా గురించి మరియు మీతో ఇంటర్వ్యూకు సంబంధించి, ఈ క్రింది నియమ నిబంధనల ప్రకారం మిమ్ములను కాంట్రాక్ట్ వర్కర్ గా నియమించడానికి సంతోషిస్తున్నాము.

1. You are placed at Aurobindo Pharma Limited Unit-XII, located at Bachupally, Malkajgiri District, and Telangana.

తెలంగాణలోని హైదరాబాద్, మల్కాజ్గిరి జిల్లా బాచప్పల్లో ఉన్న అరబింద్ ఫార్మా లిమిటెడ్ యూనిట్ -12 లో మీరు ప్రస్తుతం నియమించబడినారు.

2. Your wages will be based on Minimum Wages being communicated by the appropriate authority once in six months. At present, the minimum wage as applicable to your grade is Rs.15 650/- per month.

సంబంధిత ప్రభుత్వ శాఖచే ప్రతి ఆరు నెలలకు ఒక సారి ప్రకటించే కనీస వేతనాలు మీకు చెల్లించబడతాయి. ప్రస్తుతం, మీ గ్రేడ్ కు వర్తించే కనీస వేతనం, ప్రతి పని నెలకు రూ.15,650/- చెల్లించబడతాయి.

3. You will be entitled to get other benefits like Provident Fund, ESI, and Annual Leave with wages etc. as per the provisions of the relevant Acts, which are applicable to you.

మీకు వర్తించు, సంబంధిత చట్టాల నిబంధనల ప్రకారం ప్రోవిడెంట్ ఫండ్, ESI, వేతనము తో కూడిన వార్షిక సెలవులు మొదలైన ఇతర లాభాలను మీరు పొందవచ్చును.

4. You are liable to get re-deployed at any of our client factories.

మిమ్ములను మా క్లయింట్ కర్మాగారాలలో దేనిలోనైనా నియమించగలము.

5. You are required to submit the photocopies of Aadhaar / Driving License / Ration Card / Voter Card along with 3 passport-size photographs as proof of Address and Identifications, for which you shall bring originals for verification.

మీ చిరునామా మరియు గుర్తింపుల రుజువుగా 3 పాస్ పోర్టు -సైజు ఛాయాచిత్రాలతో పాటు ఆధార్ / డ్రైవింగ్ లైసెన్స్ / రేషన్ కార్డ్ / ఓటరు కార్డు యొక్క ఫోటోకాపీలు మాకు సమర్పించాల్సిన అవసరం ఉంది, దాని కోసం మీరు ధృవీకరణ కోసం ఒరిజినల్ కాపీలను తీసుకురావలసి ఉంటుంది.

6. You are liable for Physical fitness before joining duties.

మీరు విధులలో చేరడానికి ముందు శారీరక ధృఢత్య పరీక్షలు చేయించుకొనవలసి ఉంటుంది.

7. You shall adhere to rules and regulations of the factory and work with discipline.

మీరు ఫ్యాక్టరీ యొక్క నియమాలు మరియు నిబంధనలకు కట్టుబడి మరియు క్రమశిక్షణతో పని చేయవలెను.

8. You are required to attend duties in shifts and required to punch the biometric reader, for confirming your attendance in the factory.

నిర్దేశించిన షిఫ్టుల ప్రకారం, మీరు విధులకు హాజరు కావలసి ఉంటుంది, మరియు నిర్దేశించిన బయో-మెట్రిక్ రీడర్ ల ద్వారా మీ యొక్క హాజరును నిర్దేశించుకొనవలసి ఉంటుంది.

9. You are required to inform us at least seven days in advance your un-willingness to continue, to help us to settle your account.

మీరు విధులను కొనసాగించుటకు ఇష్టపడనిచో మీరు కనీసం 7 రోజుల ముందుగా తెలియజేయవలెను.

Please sign the duplicate copy of this letter, in token of acceptance of the above.

పై పేర్కొన అంశాలను ఆమోదిస్తున్నట్లు, ఈ లేఖ పై సంతకం చేయవలెను.

Yours faithfully,

మీ ప్రతిపక్షియము

Authorized Signatory

అధికారిక సంకేతము



SSSV SOLUTIONS



Date:- 15.05.2023

Mr / Ms Sai Haritha

Sub: Letter of Appointment – reg.

నియామకం ఉత్తరం

Ref: Your Bio-data.

మీ బయో డేటా.

With reference to your bio-data and subsequent to Interview with you, we are pleased to appoint you as Contract Workman under the following terms and conditions:

మీ బయో-డేటా గురించి మరియు మీతో ఇంటర్వ్యూకు సంబంధించి, ఈ క్రింది నియమ నిబంధనల ప్రకారం మిమ్ములను కాంట్రాక్ట్ వర్కర్ గా నియమించటానికి సంతోషిస్తున్నాము.

1. You are placed at Aurobindo Pharma Limited Unit-XII, located at Bachupally, Malkajgiri District, and Telangana.
తెలంగాణలోని హైదరాబాద్, మల్కాజ్గిరి జిల్లా బాచప్పల్లో ఉన్న అరబింద్ ఫార్మా లిమిటెడ్ యూనిట్ -12 లో మీరు ప్రస్తుతం నియమించబడినారు.
2. Your wages will be based on Minimum Wages being communicated by the appropriate authority once in six months. At present, the minimum wage as applicable to your grade is Rs.15 650/- per month.
సంబంధిత ప్రభుత్వ శాఖచే ప్రతి ఆరు నెలలకు ఒకసారి ప్రకటించే కనీస వేతనాలు మీకు చెల్లించబడతాయి. ప్రస్తుతం, మీ గ్రేడ్ కు వర్తించే కనీస వేతనం, ప్రతి పని నెలకు రూ.15,650/- చెల్లించబడతాయి.
3. You will be entitled to get other benefits like Provident Fund, ESI, and Annual Leave with wages etc. as per the provisions of the relevant Acts, which are applicable to you.
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4. You are liable to get re-deployed at any of our client factories.
మిమ్ములను మా క్లయింట్ కర్మాగారాలలో దేనిలోనైనా నియమించగలము.
5. You are required to submit the photocopies of Aadhaar / Driving License / Ration Card / Voter Card along with 3 passport-size photographs as proof of Address and Identifications, for which you shall bring originals for verification.
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6. You are liable for Physical fitness before joining duties.
మీరు విధులలో చేరడానికి ముందు శారీరక ధృఢత్వ పరీక్షలు చేయించుకొనవలసి ఉంటుంది.
7. You shall adhere to rules and regulations of the factory and work with discipline.
మీరు ఫ్యాక్టరీ యొక్క నియమాలు మరియు నిబంధనలకు కట్టుబడి మరియు క్రమశిక్షణతో పని చేయవలెను.
8. You are required to attend duties in shifts and required to punch the biometric reader, for confirming your attendance in the factory.
నిర్దేశించిన షిఫ్టుల ప్రకారం, మీరు విధులకు హాజరు కావలసి ఉంటుంది, మరియు నిర్దేశించిన బయో-మెట్రిక్ రీడర్ ల ద్వారా మీ యొక్క హాజరును నిర్దేశించుకొనవలసి ఉంటుంది.
9. You are required to inform us at least seven days in advance your un-willingness to continue, to help us to settle your account.
మీరు విధులను కొనసాగించుటకు ఇష్టపడనిచో మీరు కనీసం 7 రోజుల ముందుగా తెలియజేయవలెను.

Please sign the duplicate copy of this letter, in token of acceptance of the above.

పై పేర్కొన అంశాలను ఆమోదిస్తున్నట్లు, ఈ లేఖ పై సంతకం చేయవలెను.

Yours faithfully,

మీ భవదీయులు

Authorized Signatory

అధికారిక సంతకం



MSN Laboratories Private Limited

MSN House, Plot No.: C-24,
Sanath Nagar Industrial Estate, Sanath Nagar,
Hyderabad, Telangana, Pincode: 500 018, India.
CIN: U24239TG2003PTC041583
Phone: +91-40-30438600 Fax: +91-40-30438798

February 22, 2023

Mr.Dudekula Uday Kiran
S/o Dudekula Chinna Hussenaiah
Deebaguntla
Kurnool518502
Mobile No: 9515492181

Dear Mr.Dudekula Uday Kiran,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as **"Junior Executive-Trainee"**, Grade **"G01"**, in **Quality Assurance** Department based at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location.

2. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs.230000/-** is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports



Page 1 of 2

Name: Dudekula Uday Kiran

4. Medical Fitness:

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

5. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **March 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Potturu Arjun, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

For MSN Laboratories Private Limited



K R Srinivas
General Manager -HR

February 22, 2023

Annexure-I

Mr.Dudekula Uday Kiran

Designation: Junior Executive-Trainee

Grade : G01

Department: Quality Assurance

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	11335	136020	Monthly
House Rent Allowance	4533	54398	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
A - Monthly Gross Total	16568	198818	
B. Statutory Benefits			
PF (Employer Contribution)	1360	16322	Monthly
ESI (Employer Contribution)	539	6462	Monthly
Bonus / Ex-gratia	700	8400	Annual
B - Statutory Benefits Total	2599	31184	
C. Fixed Total Cost to Company (A+B)	19167	230000	
D. Gratuity (As per the Gratuity Act, 1972)	545	6543	
Total Cost to Company (C+D)	19712	236543	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

For MSN Laboratories Private Limited



K R Srinivas
General Manager -HR

Name: Dudekula Uday Kiran

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **March 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 15, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.



Name: Dudekula Uday Kiran

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.



Name: Dudekula Uday Kiran

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:

Date



DirectCore/RH15651905/365406/Bangalore/September/V0

PRIVATE AND CONFIDENTIAL

September 14, 2023

Javeed Basha Syed

Basha Bala Junior College, (94. 9) Karunamaya High School

Andhra Pradesh Nandyal

India .

Dear Javeed Basha Syed,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Trainee Associate Software Eng, in **Band 5** and **Level 1** with our organisation. The gross compensation will be **INR2,50,000/-** (Two Lakhs Fifty Thousand **rupees only**) per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/-(Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/-(Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and

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ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on September 21, 2023 at Bangalore. The reporting time is **10:00 AM**. You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

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ANNEXURE - 1

Name	JaveedBasha Syed
Band	Band 5
Level	Level 1
Title	Trainee Associate Software Eng
Salary Component	Amount (in Rs./Month)
Basic	8,333
House Rent Allowance	4,342
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
Total Fixed Cash	17,958
Variable Pay**	1,042
Employer Provident Fund	1,250
Mediclaim Insurance Premium	583
Target Cost to Company	20,833
Target Cost to Company (per annum)	2,50,000

Note:

* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".

** Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

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ANNEXURE - 2

TERMS OF EMPLOYMENT

Your employment at Mphasis Limited. ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1) Hours of Work

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.
- 1.3. At times you may be required to work beyond 8 working hours.
- 1.4. Employees at the client site shall follow the working hours as applicable at client site.

2) Place of Employment

- 2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

3) Travel

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

4) Salary and Benefits

- 4.1. Mphasis reviews employee compensation periodically and you may be eligible for salary increase based on review. However, any salary increase shall be at Company's sole and absolute discretion which is dependent on Organization's as well as Individual performance.
- 4.2. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
- 4.3. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

5) Relocation

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

6) Group Insurance, Provident Fund and Gratuity

- 6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:
 - 6.1.1. Group Mediclaim Policy (for all employees)

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6.1.2. Group Gratuity- scheme (all employees)

7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days' for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

8) Termination

8.1. Your employment with the Company is subject to termination on:

8.1.1. Three month's prior notice by either side

8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or

8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.

In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

10) Confidentiality

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

10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and

10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.

10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion

or termination of any project or upon cessation of your employment with Mphasis IT Services.

- 10.2. For the purposes of Clause 10.1, “Confidential Information” means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
- 10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

11) Intellectual Property

- 11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.
- 11.2. You agree, at the Company’s expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of Employment with Mphasis (including waiver of any such rights including author’s special rights under Section 57 of the Copyright Act 1957).

12) Data Privacy Compliance Policy

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

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- 12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 12.2. In particular, you expressly consent to:
 - 12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
 - 12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

13) Non-Compete

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs.3 lakhs shall be payable by you to Mphasis as damages.

14) Non Solicitation of Employees and Clients

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

- (A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or
- (B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.

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- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

15) Warranty

- 15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.
- 15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.
- 15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.
- 15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services

16) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

17) Retirement

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

18) General

- 18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or non disclosure
- 18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).
- 18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.
- 18.4. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



Acknowledgement and Acceptance of Appointment with Mphasis

I, Javeed Basha Syed have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on September 21, 2023 (Date).

Javeed Syed

Signature :

Date : 14 Sep 2023, 03:39 PM UTC

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Annexure - 3

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

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- *Originals need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.
 - DOB and Name of Father, Mother, Spouse, Child/ Children
 - Educational details with the passing year
 - Your past experience details with the exact years and role played to be mentioned.
 - Blood Group
 - 1 Passport size photograph of all your dependent's
 - Your Citibank account number, if existing already.
 - Your PF account number with current employer
 - Your PAN number
 - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1
Date: 2023.09.14 10:26:00 GMT
Reason: Authorised by Srikanth Karra
Location: Bangalore

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Employee Name: Meesala Mahesh

Employee id : WR03618

Fixed Term Contract

We are pleased to appoint you in our organization as **Data Entry Operator** based at **Sirivella** subject to the following terms and conditions:

Your contract will commence from **21/07/2023** and expire on **18/06/2024** you will render services to our client (**Writer Business Services Pvt. Ltd.**) at their premises subject to the terms and conditions of the engagement letter executed by you on **21/07/2023** and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.

1. You hereby agree to be liable for the following terms and conditions
 - (i) Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - (ii) During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - (iii) Not engage in any conduct which is detrimental to the interest of the Client or Adhaan Solution.
 - (iv) Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Adhaan Solution.
 - (v) Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of Adhaan Solution.
 - (vi) Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - (vii) Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - (viii) Comply with the safety, health and other rules and regulations of Adhaan Solution and the Adhaan Solution Client that you have been made aware of.
 - (ix) During the course of your contract, you can be transferred to a location within the territory of India as and when required by Adhaan Solution for executing the services provided herein.
2. Should you be selected to perform the Work Assignment, the nature of your relationship with Adhaan Solution will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with Adhaan Solution nor do you become an employee of Adhaan Solution. Upon expiry or termination of the Work Assignment, your employment with Adhaan Solution shall stand terminated forthwith.
3. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this **Work Assignment Letter by issuing 15 days notice in writing or payment thereof.**
4. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Adhaan Solution shall promptly settle all your dues after making the applicable deductions.

5. You agree to defend, indemnify and hold Adhaan Solution or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and Adhaan Solution shall be referred to a sole arbitrator appointed by Adhaan Solution. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Ahmedabad, Gujarat, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Adhaan Solution to make all salary payments required to be made to you by Adhaan Solution including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9th of the following month.
10. In addition to the terms contained herein, your relationship with Adhaan Solution may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Adhaan Solution and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at Adhaan Solution would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process.

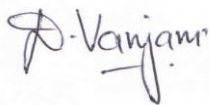
Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read , agreed , fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at Adhaan Solution with the acceptance of your first salary from Adhaan Solution will be conclusive proof of your acceptance in accordance of terms and conditions.

ENDORSEMENT

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

For, **ADHAAN SOLUTION PVT LTD**

Accepted & Agreed,



Authorized Signatory

Signature:

Meesala Mahesh

Employee Name: Meesala Mahesh

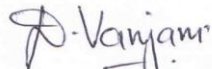
Employee No: WR03618

Salary Annexure

	EARNINGS	AMOUNT (PER MONTH)
BASIC WAGES	BASIC	5650
	H.R.A	5650
	GROSS EARNINGS (A)	11300
EMPLOYER CONTRIBUTION	PROVIDENT FUND @ 13%	735
	E.S.I.C @ 3.25%	368
	GRATUITY	0
	WC	0
	INSURANCE	0
	L.W.F	0
	CTC (COST TO COMPANY)	12403
EMPLOYEE CONTRIBUTION	PROVIDENT FUND 12%	678
	E.S.I.C @ 0.75%	85
	PROFESSIONAL TAX	0
	L.W.F	0
	TOTAL DEDUCTIONS (B)	763
	NET SALARY (A-B)	10537

For, ADHAAN SOLUTION PVT LTD

Accepted & Agreed,



Authorized Signatory

Signature:

Name: Meesala Mahesh

Employee Name: Jagati Ramanjaneyulu

Emp Code: WR03637



FIXED TERM CONTRACT

We are pleased to appoint you in our organization as Data Entry Operator based at Nandyala subject to the following terms and conditions:

Your contract will commence from **26-07-2023** and expire on **23-06-2024** you will render services to our client (**Writer Business Services Pvt. Ltd.**) at their premises subject to the terms and conditions of the engagement letter executed by you on **26-07-2023** and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.

1. You hereby agree to be liable for the following terms and conditions

- i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
- ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
- iii. Not engage in any conduct which is detrimental to the interest of the Client or Adhaan Solution.
- iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Adhaan Solution.
- v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of Adhaan Solution.
- vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
- vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
- viii. Comply with the safety, health and other rules and regulations of Adhaan Solution and the Adhaan Solution Client that you have been made aware of.
- ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by Adhaan Solution for executing the services provided herein.
- x. The Employee has to undergo process of verification of his identity from the nearest police station of his resident and has to submit report/certificate issued by the said police station. The said documents submitted by him will be consider as part of his personal files of employment. If the employee fail to do so our company shall not be responsible for any act of criminal nature committed by him.

2. Should you be selected to perform the Work Assignment, the nature of your relationship with Adhaan Solution will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with Adhaan Solution nor do you become an employee of Adhaan Solution. Upon expiry or termination of the Work Assignment, your employment with Adhaan Solution shall stand terminated forthwith.

3. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this **Work Assignment Letter by issuing 15 days notice in writing or payment thereof.**

4. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Adhaan Solution shall promptly settle all your dues after making the applicable deduction.

5. You agree to defend, indemnify and hold Adhaan Solution or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.

Adhaan solution Private Limited

Times Square Arcade,Office no-712/712-A,Opp-Rambaug, Nr, Ravija Plaza,Bagbhan Cross Road,Thaltej-Shilaj Road,Thaltej,Ahmedabad-380059

6. Any dispute between you and Adhaan Solution shall be referred to a sole arbitrator appointed by Adhaan Solution. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Ahmedabad, Gujarat, India. This Engagement Letter shall be governed by the laws of India.

7. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Adhaan Solution to make all salary payments required to be made to you by Adhaan Solution including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

8. The salary payout will be made latest by 9th of the following month.

9. In addition to the terms contained herein, your relationship with Adhaan Solution may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Adhaan Solution and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at Adhaan Solution would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process.

Please return the copy of the Offer Letter enclosed 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 appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at Adhaan Solution with the acceptance of your first salary from Adhaan Solution will be conclusive proof of your acceptance in accordance of terms and conditions.

ENDORSEMENT

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

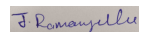
For ADHAAN SOLUTION PVT. LTD.



Authorized Signatory

Accepted & Agreed

Signature.....



Adhaan solution Private Limited

Times Square Arcade, Office no-712/712-A, Opp-Rambaug, Nr, Ravija Plaza, Baghban Cross Road, Thaltej-Shilaj Road, Thaltej, Ahmedabad-380059

RECRUITMENT # PAYROLL # EVENTS

Employee Name: Jagati Ramanjaneyulu

Emp Code: WR03637



Salary Annexure

EARNING	AMOUNT (PER MONTH)
BASIC	5650
H.R.A	5650
GROSS EARNINGS (A)	11300
EMPLOYER CONTRIBUTION	
PROVIDENT FUND @ 13%	735
E.S.I.C @ 3.25%	368
GRATUITY	0
WC	0
LWF	0
CTC (COST TO COMPANY)	12403
EMPLOYEE CONTRIBUTION	
PROVIDENT FUND 12%	678
E.S.I.C @ 0.75%	85
PROFESSIONAL TAX	0
LWF	0
TOTAL DEDUCTIONS (B)	0
NET SALARY(A - B+C)	10956

For ADHAAN SOLUTION PVT. LTD.



Authorized Signatory

Accepted & Agreed

Signature.....

J Ramanjulu

Adhaan solution Private Limited

Times Square Arcade, Office no-712/712-A, Opp-Rambaug, Nr, Ravija Plaza, Baghban Cross Road, Thaltej-Shilaj Road, Thaltej, Ahmedabad-380059

Employee Name: Potladurthy Sai Uday Kiran

Employee id : WR03802

Fixed Term Contract

We are pleased to appoint you in our organization as **Data Entry Operator** based at **panyam** subject to the following terms and conditions:

Your contract will commence from **10/08/2023** and expire on **08/07/2024** you will render services to our client (**Writer Business Services Pvt. Ltd.**) at their premises subject to the terms and conditions of the engagement letter executed by you on **10/08/2023** and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.

1. You hereby agree to be liable for the following terms and conditions
 - (i) Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - (ii) During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - (iii) Not engage in any conduct which is detrimental to the interest of the Client or Adhaan Solution.
 - (iv) Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Adhaan Solution.
 - (v) Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of Adhaan Solution.
 - (vi) Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - (vii) Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - (viii) Comply with the safety, health and other rules and regulations of Adhaan Solution and the Adhaan Solution Client that you have been made aware of.
 - (ix) During the course of your contract, you can be transferred to a location within the territory of India as and when required by Adhaan Solution for executing the services provided herein.
2. Should you be selected to perform the Work Assignment, the nature of your relationship with Adhaan Solution will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with Adhaan Solution nor do you become an employee of Adhaan Solution. Upon expiry or termination of the Work Assignment, your employment with Adhaan Solution shall stand terminated forthwith.
3. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this **Work Assignment Letter by issuing 15 days notice in writing or payment thereof.**
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5. You agree to defend, indemnify and hold Adhaan Solution or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and Adhaan Solution shall be referred to a sole arbitrator appointed by Adhaan Solution. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Ahmedabad, Gujarat, India. This Engagement Letter shall be governed by the laws of India.
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9. The salary payout will be made latest by 9th of the following month.
10. In addition to the terms contained herein, your relationship with Adhaan Solution may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Adhaan Solution and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at Adhaan Solution would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process.

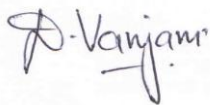
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ENDORSEMENT

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

For, **ADHAAN SOLUTION PVT LTD**

Accepted & Agreed,



Authorized Signatory

Signature:

Potladurthy Sai Uday Kiran

Employee Name: Potladurthy Sai Uday Kiran

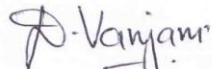
Employee No: WR03802

Salary Annexure

	EARNINGS	AMOUNT (PER MONTH)
BASIC WAGES	BASIC	5650
	H.R.A	5650
	GROSS EARNINGS (A)	11300
EMPLOYER CONTRIBUTION	PROVIDENT FUND @ 13%	735
	E.S.I.C @ 3.25%	368
	GRATUITY	0
	WC	0
	INSURANCE	0
	L.W.F	0
	CTC (COST TO COMPANY)	12403
EMPLOYEE CONTRIBUTION	PROVIDENT FUND 12%	678
	E.S.I.C @ 0.75%	85
	PROFESSIONAL TAX	0
	L.W.F	0
	TOTAL DEDUCTIONS (B)	763
	NET SALARY (A-B)	10537

For, ADHAAN SOLUTION PVT LTD

Accepted & Agreed,



Authorized Signatory

Signature:

Name: Potladurthy Sai Uday Kiran