

EVENT ORGANIZED REPORT



Dr. V.S. KRISHNA GOVT. DEGREE COLLEGE

(An Autonomous Institution Affiliated to Andhra University)

Reaccredited by NAAC with 'A' Grade(3rd Cycle)

District Resource Centre & Center for Research Studies
Maddilapalem, VISAKHAPATNAM 530 013, Andhra Pradesh




DEPARTMENT OF MATHEMATICS

S.No.	Name of the student	Job title	Company	Salary per annum in rupees	Offer date	ID No	Year of Passing
1	Agravarapu Sujatha	Fixed Term Contract	Tech Mahindra Limited Info city, Hi-tech City Layout Madhapur, Hyderabad 500081,India Tel: +91 40 3063 6363 Fax: +91 40 2311 7011 techmahindra.com	175218	19-09-2023		
2	MS Sheak Gowsya	Trainee	TeamLease Services Limited., CIN No. L74140KA2000PLC118395 Ascent Building , # 77,Koramangala Industrial Layout, Jyothi	138240	08-05-2023		

			Nivas College Road, Koramangala, Bangalore-560095				
3	Naguru Mounika	Trainee	Door No-1-1-83, New Venkojipalem MVP sector 6, NH16, near Hp Petrol Bunk, Visakhapatnam, Andhra Pradesh 530022	156000	08-07-2023		
4	Grandi Nagendra		Dr. Reddy's Lab, Hyderabad			E19201024	2022
5	V Sandhya Rani	Process Executive - BPO - Operations - BPO	mouri tech private limited, Plot No. D1, Survey No. 408/1, IT Park, Hill No. 2, Rushikonda, Visakhapatnam, Andhra Pradesh 530003	145000	08-07-2023		
6	Naga Jyothi Lolla	Systems Associate - Trainee	Infosys, Bangalore	461000	23-10-2022		
7	Y Manikanta	CRPF-Consta	CRPF, Governme	395808	28-08-2023		

		ble	nt of India				
8	Y Prakash	CRPF-Constable	CRPF, Government of India	395808	28-08-2023		


PRINCIPAL
Dr. V.S. Krishna Govt. Degree College (A)
VISAKHAPATNAM

Ref: 971320/2257052/FTC

Date: 19th September, 2023

Agravarapu Sujatha
D No 53-16-81/2, Sivalayam Raod, Durga Temple
Maddilapalem, Visakhapatnam - 530013
Phone No: 9182451559

Subject – Fixed Term Contract

Dear **Agravarapu Sujatha**,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment a Fixed Term Contract with our Organization at **Visakhapatnam** for a period of **03 Months** with effect from **19th September, 2023** to **18th December, 2023** on the terms and conditions as specified in this Letter.
2. Your “Annual Total Cash Compensation” will be **Rs. 175218 (Rupees One Lakh Seventy Five Thousand Two Eighteen Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. The term of your employment shall commence with effect from your date of joining which shall be on **19th September, 2023**, and is effective till **18th December, 2023**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Sirisha Sadhu** at 10:00 AM to complete the joining formalities at **Tech Mahindra Limited (Main Gate), Resapuvanipalem, Near Bullaiah College, Visakhapatnam – 530013**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the ‘acceptance copy’ to **Sirisha Sadhu** latest by **19th September, 2023**.

9. For any clarification / further Information on-

- Employment terms and conditions, please get in touch with **Yaikhom Chanchal Chanu** (E-Mail: YC00542019@TechMahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Head – HR & RMG

Encl: Annexure-A (Salary Structure), **Annexure-B** (Important / Indicative Terms & Conditions of Employment), **Annexure-C** (Medical Self declaration), **Annexure-D** (Check List of Documents), **Annexure-E** (Confidentiality Agreement), **Annexure F** – Intellectual property Assignment, **Annexure-G** – General Covenant, **Annexure H** -(Code of Conduct and Ethics).

Accepted

Date:

Signature of Candidate:

Annexure – A

NAME	Agravarapu Sujatha	
TITLE	Associate - Customer Support	
BAND	U1	
LOCATION	Visakhapatnam	
Components of Total Cost to Company	Rs. (Per Annum)	Rs. (Per Month)
Basic (@35% of Total Fixed Pay)	60,655	5,055
HRA (@70% of Basic Pay)	42,458	3,538
Bonus/Statutory Bonus	12,131	1,011
Employer's contribution to Provident Fund (@12% of Basic Pay)	7,279	607
Employer's contribution to ESIC (@3.25% of Fixed Pay)	5,226	435
Personal Pay	45,551	3,796
Total Fixed Pay (Per Annum)	173,299	14,442
Cost to Company (CTC)(A)	173,299	14,442
Additional Benefits(B)		
Gratuity	0	
Insurance Premiums (towards GTLI, GMIP and GPAL)	1,919	
Total Cost to Company (TCC) (Per Annum) -----(A) + (B)	175,218	
Employee deductions (C)		
Employee's contribution to Provident Fund (@12% of Basic Pay)	7,279	607
Employee's contribution to ESIC (@0.75% of Fixed Pay)	1,206	100
Total (C)	8,485	707
Take Home PA (during Training)	152,310	12,693
Take Home PA (Post Training)	152,310	12,693
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.		
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) Gratuity : As per Payment of Gratuity Act		
ii) Insurance		
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate		
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs .		

c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto **Rs. 5 lakhs** payable in case of permanent disablement arising out of any unfortunate event of an accident.

iii) Transport Allowance:

- In the event of your availing Company provided transport to commute to and from office, deduction will happen from your salary as per applicable policy

With Best Wishes,

For Tech Mahindra Ltd.



Mukul Sah
Group Head – HR & RMG

Accepted by :

Signature:

Date:

Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have agreed that for a period of twelve months following termination of your employment for any reason whatsoever

you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.

- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.
- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

- a) You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- b) You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- c) All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners,

other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 30 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to

terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.

- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

(a) Destroying Papers & Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(vi) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time. However, entitlements will be extended/prorated for the duration of the contract.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.
14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.
15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :
Signature :
Address :
Date :
Place :

Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:		Last Name:	
Gender: Male / Female		Date of birth (DD/MM/YYYY)	
		Blood Group	

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Slipped disc
Any other major disease/illness that you may be willing to disclose			

Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name:

Date:

(DD/MM/YY)

Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original (For Verification only)**, along with 1 photo copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth & XIIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- (g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- (h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

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.

Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.

- This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name:

Signature:

Date :

Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating of developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED

Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non - Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. **Actions Required on Termination:** Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. **Covenant Against Disclosure:** I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its

suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited.

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential

information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation, benefits training and experience that Tech Mahindra Limited provides to me shall be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if I violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited, an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement.

The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

Executed this _____ day of _____, 20__

Signature

For and on Behalf Of
Tech Mahindra Limited



Name of Candidate

Mukul Sah
Group Head – HR & RMG

Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,

I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate
Name:

Date: 08 May 2023

MS Sheak Gowsya
DO Ibrahim 10101 Kummari Veedhi Near
Venkateswara Swamy TempleKothavalasa
Vizaynagaram 535183

Employee No: 2940046
Dear MS Sheak Gowsya

Engagement Letter - Trainee

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 08 May 2023 and expire on 08 May 2024 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 08 May 2024 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.
10. The nature of your relationship with TeamLease will be that of contract of service from 08 May 2023 and expire on 08 May 2024 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



Signature and date:

Name: SHEAK GOWSYA

(Authorized Signatory)

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Salary Annexure

Employee No: 2940046

Particulars	Amount
ESIC - Employer	375
Stipend	11520
TotalAmount	11895
Amount In Words(Rs)	Eleven Thousand Eight Hundred Ninety Five Rupees

Net Pay Annexure

EARNINGS	Amount
Stipend	11520
Gross Earnings	11520
DEDUCTIONS *	Amount
Employee ESI	87
Total Deduction	87
Net Salary	11433

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com



08-July-2023

Ms. Naguru Mounika
Emp id :105189
Visakhapatnam,
Andhra Pradesh.

Dear Naguru Mounika

Sub: Engagement as Trainee

This has reference to the discussion had on your application. You will be engaged as a Trainee in the department of Front Office and will undergo training with effective from 08-July-2023 on the following terms and conditions. The duration of period is from 08-July-2023 to 08-July-2024. You will be undergoing training on the following roles and responsibilities listed below.

- Proven experience as front desk representative, agent or relevant position
- Familiarity with office machines (e.g. fax, printer etc.)
- Knowledge of office management and basic bookkeeping
- Proficient in English (oral and written)
- Excellent knowledge of MS Office (especially Excel and Word)
- Strong communication and people skills
- Good organizational and multi-tasking abilities
- Problem-solving skills
- Customer service orientation
- High School diploma; additional qualifications will be a plus

TERMS

- 1) During the period of training, you should work under the supervision and guidance of the Head Nursing in any area of work you are deputed to. The company shall have the right to extend the period of training at its discretion, if the company feels that such extension is necessary.
- 2) The company may require you to undergo training in any of the shifts and also have the right to change the shift at its discretion.

Medicover Unit - I
1B-1-3, KGH Down, Maharani-peta,
Jagadamba Junction, Visakapatnam,
Andhrapradesh - 530 002.
Ph: +91 96526 69351

Medicover Unit - III
Sry. No. 27, Plot No. 05, BRTS Road,
Health City, Anilova, Chinmagadalu Mandal,
Visakhapatnam, Andhrapradesh - 530 040.
Ph: +91 08916677688

Medicover - MVP
1-1-83, Sector -6, Venkojipalem,
MVP Colony, Visakapatnam,
Andhrapradesh- 530017.
Ph: +91 8886655677

Company feels, that you are not taking the training seriously and or that you do not have aptitude to learn the work for which you are being trained, and or the company feels, that it is not desirable to continue to train you for any reason whatsoever. For such discontinuation of training, the company need not give any reason whatsoever. For discontinuing training, the company need not give you any advance notice.

With a view to encourage you to be punctual and regular for training and to undergo training with interest and enthusiasm, the company will give you a remuneration of Rs.13,000/- per month.

his remuneration of Rs. 13,000/- per month will be paid to you only if you report for training and undergo training during all the working days of the month. In case you do not undergo training for all the working days of the month, your remuneration will be divided by the number of days the company worked during the month and you shall be paid proportionately for the number of days you undergo training during the month.

You will not be eligible/entitled to any of the allowances or claims permissible to the employees of the company. The company makes it clear that it is under no obligation to provide you employment after completion of the training period.

You will be governed by the Standing Orders/Service Rules and Regulations that would be applicable to trainees of the company from time to time.

This offer of training is made on the basis of information given by you in your application dated 08-July-2023. If at any time it is found that any of the information given by you is false or incorrect, the company shall have the right to terminate your training only on that ground.

If this offer of training is acceptable to you, please sign the duplicate of this offer of training in token of your acceptance of the terms contained herein within three days from today, and report for training within seven days from the date of acceptance. In case you do not accept this offer within three days from today, and or do not report to training within seven days from the date of acceptance, this offer shall stand withdrawn without any further communication to you.


Medicoover Hospitals
(of Sahrudaya Health Care Pvt Ltd)




uri
r - HR

Accepted

CN102221113

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : Dr.Reddy's Laboratories Ltd, CTO Unit-I (E08163600003)
with Telephone no. & E-mail address : Dr.Reddy's Laboratories Ltd, CTO Unit-I,plot no : 137,138,145,146SVCIE,BOLLARAM,JINNARAM (M), Miyapur (Bollram)Medak, Telangana
: 08689-253181
: sandipbanerjee@drreddys.com
- 
2. (a) Name of Apprentice (Block Letters) : GRANDHI NAGENDRA (A102211119)
(b) Father's/Mother's /Spouse's Name : Grandhi KRISHNA
3. Address of apprentice : 2-66 , Denderu , Kothavalsa , VIZIANAGARAM,535183, Vizianagaram, Vizianagaram, Andhra Pradesh
4. Gender : Male
5. Date of Birth : 08-08-2002
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No
(b) Name of the Category : General
7. Educational Qualification (Highest) : Graduate - B.Sc
8. (a) Category of Apprenticeship : Optional
(b) Name of the trade for which Apprentice is training : Chemist - Production (Pharma, Cosmetics & Biologics): API Manufacturing
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : Yes
(b) If Basic Training is exempt - reason for exemption
(i) Name of the Course : N/A
(ii) Duration of Training/Course : N/A
(iii) Name of the Institute : N/A
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 2023 Hours
(a) Duration of Basic Training : 7 Hours
Period of Basic Training : From 10-10-2022 to 10-10-2022
(b) Duration of On-the-Job Training : 2016 Hours
Period of On-the-Job Training : From 11-10-2022 to 05-10-2024
(c) Training Type : Sequential
11. Apprenticeship Training Location : CTO 1
(a) Name and address of facility where Basic Training is to be provided : Dr Reddys Laboratories Limited
: Dr Reddys Labs TTO-Hyderabad
:
(b) Name and address of the facility where On-the-Job Training is to be provided : Dr.Reddy's Laboratories Ltd, CTO Unit-I
CTO 1
Medak
Telangana
12. (a) Date of execution of contract : 11-10-2022
(b) Age of Apprentice on the date of execution of contract : 20 years, 2 months and 3 days
13. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable.

14. Monthly stipend amount
- (a) During 1st year of training : 16000
 - (b) During 2nd year of training : 16100
 - (c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A
- (b) Relationship with the Apprentice : N/A
16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No
- (b) Name of TPA (if applicable) : N/A

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

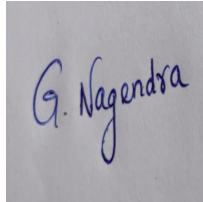
19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS),if applicable.



Signature of the
Employer with seal



Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN102221113
(To be given by the Office of the Apprenticeship Adviser)
(Mandatory only for Registered Trades)

Signature of Registering Authority
(Apprenticeship Advisor)
(Registration required for Designation trade only)

Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.

Date : 08 Jul 2023

EMPLOYMENT OFFER LETTER

Dear Sandhya Rani VADABOINA

On behalf of MOURI Tech Pvt Ltd., we thank you for your interest in pursuing a career with us. **Congratulations!** We are pleased to make an offer to you for the position of **Process Executive - BPO - Operations - BPO** at the **Visakhapatnam Branch** in **Andhra Pradesh**.

Your fixed salary (Cost to Company – **CTC**) including all benefits will be of **INR 1,45,000.00 per annum** with an expected start date of **08 Jul, 2023**. For the detailed structure of your salary, kindly refer to Annexure A.

You are entitled to **Grade M1** level. Any amounts paid will be subjected to statutory and other deductions as per organization policies and practices.

This offer is based on your profile and performance in the selection process and is subject to your acceptance of the employment agreement terms below. Please carefully read the specific terms and conditions of this offer as they contain important details. In addition to these terms and conditions, there are other Company policies and procedures that you agree to observe and follow during your employment with MOURI Tech.

If you wish to accept this employment offer, please sign all the pages, and return the duplicate of this letter as a token of your acceptance. This offer is valid for seven (7) days from the date of the issue, beyond which this offer will expire.

We welcome you to the MOURI Tech FAMILY. We look forward to a lasting and mutually beneficial relationship. If you have any questions regarding this offer, please do not hesitate to contact us at hr.in@mouritech.com.

Sincerely,



Swarna ANNAPUREDDY

Sr Director - HR

MOURI Tech Pvt Ltd.

ACCEPTANCE OF OFFER

I accept employment with MOURI Tech Pvt. Ltd. under the terms set forth in this letter.

Associate Name: Sandhya Rani

Signature:.....

Date:.....

General Terms & Conditions of Employment

The terms and conditions listed below are not exhaustive and are meant to provide general guidance on the Company policies. On the day of joining, complete terms and conditions will be reviewed with you along with Non-Compete and Non-Disclosure agreements.

Commencement of Employment

Your appointment would be effective from the agreed-upon "start date" and will be initially based on the work location selected for employment. Your services are transferable, and you may be assigned to any office of MOURI Tech in India or abroad any time based on business needs. You may also be deputized to work on projects for any affiliates, subsidiaries, or other companies with which MOURI Tech has such arrangements.

Probation Period

Your performance will be reviewed upon completion of six (6) months of employment from the date of joining. Your services shall be confirmed subject to satisfactory performance on the review.

Notice Period

- The employment is terminable by you by giving ninety (90) days' written notice to the Company.
- Company can also terminate the employment without any notice, if there is any breach of policies and guidelines, misconduct, performance issues, charged with any criminal offense, involved in any legal capability, false or misrepresentation of facts and failure of background checks.
- Company reserves the right to pay or recover salary and extend the relieving date in lieu of notice period subject to completion of the knowledge transfer. The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with you.

Required Documents

At the time of your joining, photocopy of the following documents should be submitted. Also, please carry the original documents for verification purpose.

- Educational certificates beginning with the 10th grade
- Relieving/Experience certificates from your previous employer(s) indicating period of employment
- Release Letter from your current employer indicating the date of release
- Permanent Account Number (PAN) card
- Permanent Address proof (Voter ID/Aadhar Card/Ration Card)
- 4 photographs (passport size)

Associate Name: Sandhya Rani

Signature:.....

Date:.....

Date : 08 Jul 2023

Annexure A

Associate Name: Sandhya Rani VADABOINA

Designation: Process Executive - BPO

Location : Visakhapatnam Branch

EARNINGS	MONTHLY	YEARLY
Basic	3,625.00	43,500.00
HRA	1,450.00	17,400.00
Special Allowance	4,373.33	52,480.00
Education Allowance	200.00	2,400.00
Travel Allowance	2,000.00	24,000.00
SUB TOTAL (A)	11,648.33	1,39,780.00
PF - Employer	435.00	5,220.00
TOTAL	12,083.33	1,45,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	435.00	5,220.00
TOTAL DEDUCTIONS (B)	435.00	5,220.00
TOTAL (A-B)	11,213.33	1,34,560.00

***Values mentioned above are in INR.**


***Income taxes applicable for all amounts**

CONGRATULATIONS!!!

You made an important decision to join us, a choice that will create opportunities for you to do, learn and achieve more. As MOURI Tech Associate, you will be part of a global team that is committed to excellence.

Wish you great success in your journey with MOURI Tech family.

Sincerely,



Swarna ANNAPUREDDY

Sr Director - HR

MOURI Tech Pvt Ltd

Associate Name: Sandhya Rani

Signature:.....

Date:.....

HRD/2T/1003444874/22-23

December 23, 2022

Ms. Naga Jyothi Lolla
No. 53-18-46/3/1
Opp.Samajika Bhavan, Maddilapalem,
Vishakapatnam-530013
India

Ph: +91-9490806218

Dear Naga Jyothi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by RICHARD
GERARD LOBO
Date: 2022.12.23 18:35:43 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1003444874/22-23

December 23, 2022

Ms. Naga Jyothi Lolla
No. 53-18-46/3/1
Opp.Samajika Bhavan, Maddilapalem,
Vishakapatnam-530013
India

Ph: +91-9490806218

Dear Naga Jyothi,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **08-May-2023**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

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

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

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2023-24 will be as follows:

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Associate** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Associate, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Naga Jyothi Lolla
ROLE	Systems Associate
ROLE DESIGNATION	Systems Associate - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

NO. R.II-08/2023-EC-VI

Dated, the 28 August' 2023

TO,

Roll No. 8007049143
NAME- YAJJALA MANIKANTA
S/O Sh. YAJJALA SURYANARAYANA
44 7 1 250 32 C SF 11 BLOCK INDHIRA
GANDHI NAGAR SANTHOSHIMAATHA
COLONY THATICHETLAPALEM DISTT-
VISAKHAPATNAM STATE- ANDHRA
PRADESH PIN-530016
Mobile No. 9390446693
(Mail Id-yajjala.manikanta01@gmail.com)

Subject: - OFFER OF APPOINTMENT FOR THE POST OF CONSTABLE (GENERAL DUTY) IN CRPF.

You have been provisionally selected by the Staff Selection Commission for the post of Constable (General Duty) and allotted to CRPF for offering you offer of appointment. Accordingly, offer appointment for the post of Constable (General Duty) in CRPF is offered. The post is purely temporary but likely to continue.

2. The Pay Scale of Constable (General Duty) as per 7th CPC lies in the pay matrix-3 and is Rs. 21,700/- as on date. In addition to this, you will be entitled to Dearness Allowance, Ration Money and other allowances as entitled to the Central Govt. employees from time to time and other allowances / benefits as admissible to the CRPF personnel.

3. The terms and conditions of appointment are as under:-

- (a) The post is combatised and purely temporary basis but likely to continue. On appointment to the said post, you will be on probation for a period of two years. On successful completion of the period of probation, you will be considered for confirmation. Your services are liable to be terminated at any time by the Appointing Authority without assigning any reasons on one month's notice during the initial period of 02 years in accordance with the Central Civil Services (Temporary Service) Rules 1965.
- (b) The appointment carries with it the liability to serve anywhere in India or outside of India.
- (c) On joining this organization you will be governed under CRPF Act-1949 read with CRPF Rules-1955 and other recruitment rules notified / amended from time to time. This joining will be regulated from the date of your joining in CRPF. You have to follow rules, orders and other instructions related to service conditions issued by the Department from time to time.
- (d) You will be required to undergo Basic Training at any of the Training Institutions of CRPF. If you are not able to undergo / complete the training successfully, your service is liable to be terminated.
- (e) If you intend to resign from service before completion of 10 years of regular service you shall be required to refund to the Government the total cost of training imparted to you in the Force or a sum equal to three months Pay and Allowances received by you prior to the date of your resignation, whichever is higher.
- (f) On joining the post offered you must meet to the eligibility conditions and be suitable for the post in all respects under provision of the relevant recruitment rules.
- (g) The CRPF has no liability in case of any injury / incident / accident occurred during the transit / journey period for joining the Force.
- (h) On appointment to the said post you will have to undergo basic training of specific period. In case you sustain any injury during the period of Basic Training and you are declared as permanently incapacitated for service in CRPF, your service will be liable to be terminated at any time without notice. It will be dealt according to CCS (Temporary) Service Rules.
- (i) Authenticity of the Education / DOB / Caste Certificates, produced by you shall be verified from the concerned issuing authority. In case of any discrepancies found or malpractice noticed at any stage, your service shall be liable to be terminated. You shall also be liable for action against you as per law.
- (j) Your joining initially for the post of Constable (General Duty) is subject to fulfilling all eligibility conditions including medical fitness.

Cont....P/2..

::2::

- (k) You will be entitled to pay and allowances / pension benefits under NCPS (New Contributory Pension Scheme) implemented vide GOI, Ministry of Finance, OM No. F.1 (7)(2)/2003/TA/11 dated 07/01/2004. As of now you have to contribute an amount equal to minimum of 10% of your Basic Pay and DA per month towards this scheme.
- (L) You will not be entitled for reimbursement of any expenditure for the journey from your home town to the place of joining.
- (m) In case you do not report by the stipulated date mentioned at Para -4 below, the offer of appointment made to you will be deemed to have lapsed automatically and no correspondence what-so-ever on the subject will be entertained.
- (n) In case of OBC personnel the appointment is provisional and is subject to the community certificate being verified through the appropriate authority. If verification reveals that the claim of the candidate belonging to OBC or not belonging to the Creamy layer is false, the services shall be terminated forthwith without assigning any reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false OBC certificate. Only valid OBC certificate is required.
- (o) Detailed particulars of next of kin with proof of age / date of birth for filling various nomination forms / documents are required.
- (p) On reporting, you are requested to undergo medical examination in case the validity of one year medical fitness expires. Your appointment is subject to valid medical fitness only.

04. If you accept the offer of appointment on the terms and conditions mentioned above, you should report for duty to **The DIGP, GROUP CENTRE, CRPF, RANGAREDDY, POST- NISA HAKIMPET, TELANGANA – 500 078 (Phone No. 040-29701629)** (Bus route from Secunderabad Railway Station to CRPF – Bus No. 211M) on or before **26/09/2023** with **original copies of the following documents:**

- i) Matriculation Certificate mentioning date of birth therein, issued by the recognized School / Education Board.
- ii) Intermediate/Degree/Diploma Certificate or any other technical qualification certificate, if available.
- iii) Caste certificate for Central Government Service issued by the appropriate authority, in case you belong to SC / ST / OBC Category (Creamy / Non Creamy layer) in prescribed format as per Annexure-VI, VII & VIII of the initial notification with domicile certificate.
- iv) No objection Certificate / Discharge Certificate from previous employer, if any.
- v) **Pre-verification form enclosed with this offer of appointment be filled up properly and got attested by the authorities as mentioned in the form.**
- vi) 10 (Ten) copies of recent passport size colour photograph.
- vii) Passbook and Cheque book of savings account opened in any State Bank of India Branch in your name with ATM facility for drawal of Pay and Allowances.
- viii) A sum of Rs. 5000/- (Rupees Five Thousand only) for depositing as Mess Advance in addition to sufficient amount for your personal expenditure.
- ix) Light beddings and clothing as per requirement.
- x) PAN Card and Aadhar Card.
- xi) Domicile certificate issued by Revenue/Mandal Revenue Office.
- xii) Ex-Serviceman certificate / NOC (if applicable) and Certificate of Riot victims (if applicable) in Prescribed format as per Annexure-V of the initial notification.
- xiii) Certificate from candidates who availed relaxation in age/ height / chest measurement in respect of specified area's / state / category in prescribed format as per Annexure-IX of the initial notification.
- xiv) Any other documents produced by you at the time of documentation /DME.

Encl : As above


Commandant
GC CRPF, Rangareddy

776/849



CERTIFICATE OF CHARACTER

Certified that I have known
Mr./Ms.....Son / Daughter of
Mr..... for the last years
months and that to the best of my knowledge and belief he/she bears reputable character
and has no antecedents which render him/her unsuitable for Government Employment.

Mr./Ms.....not related to me.

Signature Gazetted Officer
Designation with seal

I am satisfied about the reliability of the person who has given the above
certificate of character.

Signature with name

Round Seal

Designation with seal
(District Magistrate or
Sub Divisional Magistrate
or their Superior Officer.)



NO. R.II-08/2023-EC-VI

Dated, the 28 August' 2023

TO,

Roll No. 8007031632
NAME- **YAJJALA** PRAKASH
S/O Sh. **YAJJALA** SURYANARAYANA
44-7-1-250/32 C/SF-11BLAOCK INDRA
GANDHI NAGAR THATICHETLPALEM
DISTT- VISAKHAPATNAM STATE-
ANDHRA PRADESH PIN-530016
Mobile No. 7396642459
(Mail Id-yprakash1613@gmail.com)

Subject: - OFFER OF APPOINTMENT FOR THE POST OF CONSTABLE (GENERAL DUTY) IN CRPF.

You have been provisionally selected by the Staff Selection Commission for the post of Constable (General Duty) and allotted to CRPF for offering you offer of appointment. Accordingly, offer appointment for the post of Constable (General Duty) in CRPF is offered. The post is purely temporary but likely to continue.

2. The Pay Scale of Constable (General Duty) as per 7th CPC lies in the pay matrix-3 and is Rs. 21,700/- as on date. In addition to this, you will be entitled to Dearness Allowance, Ration Money and other allowances as entitled to the Central Govt. employees from time to time and other allowances / benefits as admissible to the CRPF personnel.

3. The terms and conditions of appointment are as under:-

- (a) The post is combatised and purely temporary basis but likely to continue. On appointment to the said post, you will be on probation for a period of two years. On successful completion of the period of probation, you will be considered for confirmation. Your services are liable to be terminated at any time by the Appointing Authority without assigning any reasons on one month's notice during the initial period of 02 years in accordance with the Central Civil Services (Temporary Service) Rules 1965.
- (b) The appointment carries with it the liability to serve anywhere in India or outside of India.
- (c) On joining this organization you will be governed under CRPF Act-1949 read with CRPF Rules-1955 and other recruitment rules notified / amended from time to time. This joining will be regulated from the date of your joining in CRPF. You have to follow rules, orders and other instructions related to service conditions issued by the Department from time to time.
- (d) You will be required to undergo Basic Training at any of the Training Institutions of CRPF. If you are not able to undergo / complete the training successfully, your service is liable to be terminated.
- (e) If you intend to resign from service before completion of 10 years of regular service you shall be required to refund to the Government the total cost of training imparted to you in the Force or a sum equal to three months Pay and Allowances received by you prior to the date of your resignation, whichever is higher.
- (f) On joining the post offered you must meet to the eligibility conditions and be suitable for the post in all respects under provision of the relevant recruitment rules.
- (g) The CRPF has no liability in case of any injury / incident / accident occurred during the transit / journey period for joining the Force.
- (h) On appointment to the said post you will have to undergo basic training of specific period. In case you sustain any injury during the period of Basic Training and you are declared as permanently incapacitated for service in CRPF, your service will be liable to be terminated at any time without notice. It will be dealt according to CCS (Temporary) Service Rules.
- (i) Authenticity of the Education / DOB / Caste Certificates, produced by you shall be verified from the concerned issuing authority. In case of any discrepancies found or malpractice noticed at any stage, your service shall be liable to be terminated. You shall also be liable for action against you as per law.
- (j) Your joining initially for the post of Constable (General Duty) is subject to fulfilling all eligibility conditions including medical fitness.

Cont....P/2..