

December 11th, 2019
Sandhya Reddy Gaddam

Suryapet, Suryapet Dist, suryapet, 508213.

Subject: Employment Letter

Dear Sandhya Reddy Gaddam,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (AC AC1)** Your total emoluments are **Rs. 340000/-** per annum, and are as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter. Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate the employment agreement by providing a notice period of three months, or payment of basic pay in lieu of such notice, to the other party

This offer letter is subject to completion of below mentioned Terms and Conditions: -

You shall successfully complete and submit the Graduation/Diploma/Post-Graduate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog. If you fail to successfully complete your exams as mentioned above and/or to submit the above mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. This offer is subject to your satisfactory completion of background verification. By accepting this offer, you agree to abide by all Atos Syntel policies and procedures as well as the terms and conditions annexed hereto. Any communication regarding your terms of employment, or compensation must be in writing and signed by an authorized human resources ("HR") representative of Atos Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

You may be assigned and / or deputed to any other location / subsidiary / affiliated companies / divisions / associates whenever the Company may deem fit. Failure to report to an assignment will be grounds for disciplinary action, including but not limited to termination of employment.

Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo background verification/ medical examination if and when considered necessary


You are requested to report for duties in our **Chennai** office, on or before **December 11th, 2019** at 10.00 am.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you into Atos Syntel family and look forward to a very fruitful association with you.

Yours sincerely

For **SYNTEL PVT LTD.**


Sujay Puthran
Head - Human Resources & Administration

Encl: Acceptance Copy & Annexure A, Terms and Condition & Checklist | accept the offer on the stipulated terms and conditions and shall join Atos Syntel on 11th December, 2019 date and signature G. Sandhya

27th March, 2019

Intent to Offer

This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.

Dear Sandhya Reddy Gaddam,
Syntellect ID: SBE1951918

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

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The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

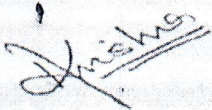
You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of 5 days from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

For Syntel Pvt. Ltd,



Adarsh Krishna
Head - Global Recruitment

I have read this Offer of Intent and accept the stipulated terms and conditions

Signature

5065737

Sandhya Gaddam



Atos | Syntel

Syntel Private Limited, SEZ
Plot no: H7 & H8, SIPCOT IT Park,
Siruseri, Tamil Nadu - 603 103. India
Tel: +91-44-47423800
www.atos-syntel.net