

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Offer Release Date: September 23, 2019**Shirisha Katam**

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Telangana, India, 505532**Sub: Offer & Appointment Letter****Dear Shirisha Katam,**

Congratulations! With reference to the interviews conducted by **HCL TECH LTD. - IOMC ("HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee in band E1**.

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on September 25, 2019 at **9:00 A.M** at the following address, **Chennai-SEZ, SDB1 Sholinganallur 602/3**. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in – **HCL TECH LTD. - IOMC**. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer cum appointment letter and appended annexure(s).

Your Total Compensation will be INR 2.60 Lacs per annum outlined in Annexure I.

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in Annexure II.

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **18 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in Annexure III. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

SIGNATURE OF EMPLOYEE:

HCL

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You need to have cleared all the subjects & should be a pass out of **2019 batch** for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL TECH LTD. - IOMC**. will stand withdrawn without any liability.
Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

For HCL TECH LTD. - IOMC

Authorized Signatory



Amrita Das

Vice President, Head-Global Rewards

SIGNATURE OF EMPLOYEE:

HCL

FACE



SHIRISHA KATAM

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