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genpact



Transformation Happens Here

110094231-285878

Date: September 14, 2018
Dear: Saritha Varnu Raju

Sub: Letter of Intent

Congratulations! You have been selected by Genpact India Pvt. Ltd. (The Company) as Process Associate.

You will be issued a letter of appointment upon meeting the pre-requisites as mentioned below. Meanwhile, the Company is pleased to earn the following year of your.

Salary terms and conditions of your appointment with the Company are as follows:

1. Your monthly Gross (GTC) will be INR 290,000.00. Variable component is additional and is paid in addition to your GTC.

2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide factors in lieu of these allowances.

3. Your initial place of work will be India>Hyderabad>Hyderabad Phoenix Halezapet IN - Office. However, the Company may transfer you to any location/office on a need basis.

4. Post consultation with you, the following has been agreed upon:

• Date of Joining: September 23, 2018

• Reporting Time: 9:00 AM

• Location: India>Hyderabad>Hyderabad Phoenix Halezapet IN - Office

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Skeller 135 Bldg, Flr No 5 and 6, Sac-135, Noda, 201301, U.P. 7th Floor, On-boarding Room, Noda
HYD	10:00	Genpact Security In Gate no 3, 14-46,IDA opp NCR, Habesguda Upper Hyd-500008
JNB	9:30	Genpact India, JLN Marg, Mayya Nagar, Jarpet (MHO Room)
BLR	9:00	Genpact # 89 Surya Park, Electronic City, Bangalore 562100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - 11/11/05 SEZ Building C1, 1st Floor Indraprastha Complex, DH 1, 2 & 3/1, New Town Kolkata

**In order to experience a smooth On-boarding, please reach the venue on time.

5. If at the time of joining, your assigned place of work is different from your current location ("Reasons"), the Company Guest House can be availed by you. The Guest House can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

6. You will be required to provide the Company all documents and information as set forth in Appendix I of this letter of intent.

7. The Company operates 7 days a week, 24 hours a day. You will be expected to attend office - as assigned to you by your supervisor in compliance with laws in force. As a Fulltime employee, you will be eligible for 2 weekly offs.

Genpact India Private Limited
Formerly known as Empower Research
Knowledge Services Pvt. Ltd.
Genpact India Private Limited
Regd. Off. : Dny Infoware Technology Park,
Sham Park, GT Road, Debn, India 16020