



Date: 22/2/18

Dear: D. Sai Kiran.

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Associate
Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be Rs. 2,39,200. Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
 - (ii) Reporting Time: To be updated as per process requirements
 - (iii) Reporting Location: 14-45 IDA Uppal, Opp NGRI; Habsiguda Hyd.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 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."
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact 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 full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Ops. Interview & Pre Hire Orientation session which will be conducted by the **process manager before your on-boarding (either Telephonic or in person)**.
 - (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

13. You agree and understand that this LOI is provisional and conditional subject to

- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,



(INSHA ABEDIN)

Human Resources

Accepted and Agreed



Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 9670000889 /, __



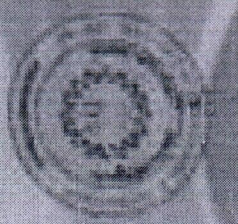
Sai Kiran
Counsellor

B.G.O+ve



Issuing Authority

Global H.O. Melbourne, Australia



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Approved by AICTE, New Delhi & Affiliated to JNTU, Hyderabad

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