



## APPOINTMENT LETTER

December 17, 2018  
 BONGU VIJAYKUMAR YADAV  
 7-1-307/a/2c bk guda sr nagar  
 hyderabad  
 hyderabad -500038  
 Resume ID # 2136921

Dear BONGU VIJAYKUMAR YADAV

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **ASSOCIATE** on the following terms:

1. **Place of Employment and Timing.**
  - 1.1 Your initial place of work will be at **HYDERABAD**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
  - 1.2 You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.
2. **Compensation and Benefits.**
  - 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 56000 (FIFTY SIX THOUSAND Rupees Only)**. Other allowances / reimbursements as due to you are detailed in Annexure II.
  - 2.2 You will be provided with a Comprehensive Medical Insurance and will be covered under the Group Personal Accident Insurance, while on Company business.
  - 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
  - 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.
3. **Reimbursement of Expenses:** The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.
4. **Leaves:** You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.
5. **Term:** Employment period shall commence on **December 17, 2018** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof.

You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.

During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria

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Sensitivity: Internal & Restricted



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