



PALLAVI ENGINEERING COLLEGE

(APPROVED BY AICTE, NEW DELHI, AFFILIATED TO JNTUH, HYDERABAD)

R.R DIST 501505, TELANGANA STATE, INDIA

principal@pallaviengineeringcollege.ac.in



5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

2018-19 ACADEMIC YEAR PLACEMENT LIST

Md Sohail	B.Tech-CE	Shalivahana Group	1.8 LPA
P Harish	B.Tech-CE	Shalivahana Group	1.8 LPA
Abdullah Barabba	B.Tech-CE	Shalivahana Group	1.8 LPA
Aniruddh Sahu	B.Tech-CE	Shalivahana Group	1.8 LPA
Azmeera Ashok	B.Tech-CE	Shalivahana Group	1.8 LPA
Banoth Kalyan	B.Tech-CE	Shalivahana Group	1.8 LPA
Bhurke Ajay Nagnath	B.Tech-CE	Shalivahana Group	1.8 LPA
D Venkatesh	B.Tech-CE	Shalivahana Group	1.8 LPA
Eslavath Shirisha	B.Tech-CE	Shalivahana Group	1.8 LPA
Gadipally Prasanna	B.Tech-CE	Shalivahana Group	1.8 LPA
Jatavath Jemlal	B.Tech-CE	Shalivahana Group	1.8 LPA
K Satish	B.Tech-CE	Shalivahana Group	1.8 LPA
Karantoth Srikanth	B.Tech-CE	Shalivahana Group	1.8 LPA
Koraboina Mounika	B.Tech-CE	Shalivahana Group	1.8 LPA
Mohammad Wasim	B.Tech-CE	Shalivahana Group	1.8 LPA
Nagara Roja	B.Tech-CE	Shalivahana Group	1.8 LPA
Nethavath Parvathi	B.Tech-CE	Shalivahana Group	1.8 LPA
Peesarla Aishwarya	B.Tech-CE	Shalivahana Group	1.8 LPA
Pulusu Divya Sri	B.Tech-CE	Shalivahana Group	1.8 LPA
Rakesh Kumar Shori	B.Tech-CE	Shalivahana Group	1.8 LPA
Sridhar Kumar Talla	B.Tech-CE	Shalivahana Group	1.8 LPA
Suresh	B.Tech-CE	Shalivahana Group	1.8 LPA
Yadavally Sunny	B.Tech-CE	Shalivahana Group	1.8 LPA
Ajmeera Shailaja	B.Tech-CE	ECLAT Engg. Consultants, LB NAGAR, HYDERABAD	1.92LPA
Badeti Venkatesh	B.Tech-CE	ECLAT Engg. Consultants, LB NAGAR, HYDERABAD	1.92LPA
Boska Madhu	B.Tech-CE	ECLAT Engg. Consultants, LB NAGAR, HYDERABAD	1.92LPA
Gaddam Ranjith	B.Tech-CE	ECLAT Engg. Consultants, LB NAGAR, HYDERABAD	1.92LPA
Gandla Ravi Teja	B.Tech-CE	ECLAT Engg. Consultants, LB NAGAR, HYDERABAD	1.92LPA
Kundella Vinod	B.Tech-CE	ECLAT Engg. Consultants, LB NAGAR, HYDERABAD	1.92LPA
Kyasaram Sangeetha	B.Tech-CE	ECLAT Engg. Consultants, LB NAGAR, HYDERABAD	1.92LPA
J Bharath Kumar	B.Tech- EEE	Radiant Appliances & ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA

Jadi Naresh	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
N Swathi	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Ramavath Jawaharlal	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Sangepu Saimadhav	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Srinivas Kokkala	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Adnan Ahmed Khan	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Asif Khan	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Sriram Abhinay	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Orsu Srikanth	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Guguloth Naveen	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Karnakanti Samatha	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Mohammad Irfan	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Kattela Akhil	B.Tech- EEE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44 LPA
Jatoth Naresh	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
K Vilas Rao	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
Medam Raju	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
Podiseti Srinivas	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
Ravula Anil	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
Adduri Goutham Raju	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
Adduri Goutham Raju	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
A Kiran Kumar	B.Tech- ME	Borri Power India Pvt.Ltd, ERRAMANZIL, HYDERABAD	1.92LPA
Boddu Rohith Kumar	B.Tech- ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Bommagani Sathish	B.Tech- ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Gadham Kavitha	B.Tech- ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Gollapally Pavankumar	B.Tech- ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Guna Janakisuryamarao	B.Tech- ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Karingu Saikumar	B.Tech-	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY,	1.8LPA

	ME	HYDERABAD	
Nenavath Mahendra	B.Tech-ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Vodlakonda Chandra Mouli	B.Tech-ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Salvathi Srisailam	B.Tech-ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Sarkin Rekha	B.Tech-ME	R.M.C Packaging Systems PVT.LTD.IDA CHERLAPALLY, HYDERABAD	1.8LPA
Bhongiri Arvind Kumar	B.Tech-ECE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44LPA
Bukka Sriram	B.Tech-ECE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44LPA
Mudavath Shiva	B.Tech-ECE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44LPA
Peddapalli Jhansi	B.Tech-ECE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44LPA
S Sai Kumar Goud	B.Tech-ECE	Radiant Appliances &ELECTX., E CITY, SREENAGAR , HYDERABAD	1.44LPA
Sodem Sandeepkumar	B.Tech-ECE	Neuralbrain	3.5LPA
Vadde Avinash	B.Tech-ECE	Neuralbrain	3.5LPA
Vudhari Rajashekar	B.Tech-ECE	Neuralbrain	3.5LPA
Basagalla Mounika	B.Tech-ECE	Neuralbrain	3.5LPA
Dhanavath Anitha	B.Tech-ECE	Neuralbrain	3.5LPA
Anugula Shailaja	B.Tech-CSE	Neuralbrain	3.5LPA
B Kavya	B.Tech-CSE	Neuralbrain	3.5LPA
Badugu Shivaprasanna	B.Tech-CSE	Neuralbrain	3.5LPA
Dandu Harika Goud	B.Tech-CSE	Neuralbrain	3.5LPA
Domalapally Ashwini	B.Tech-CSE	Neuralbrain	3.5LPA
Gadhe Sampath Reddy	B.Tech-CSE	Neuralbrain	3.5LPA
Gajjela Srilatha	B.Tech-CSE	CTS , CHENNAI	3.6LPA
Gajula Manikanta	B.Tech-CSE	CTS , CHENNAI	3.6LPA
Gangarapu Prasanna	B.Tech-CSE	CTS , CHENNAI	3.6LPA
Gantam Sandeep	B.Tech-CSE	CTS , CHENNAI	3.6LPA
Gattu Rajini	B.Tech-CSE	CTS , CHENNAI	3.6LPA
Gowni Adarsh	B.Tech-CSE	Neuralbrain	3.2LPA

Itharaju Sharath Kumar	B.Tech-CSE	Neuralbrain	3.2LPA
Jupally Vaishnavi	B.Tech-CSE	Neuralbrain	3.2LPA
Kalal Pooja Shrinivas	B.Tech-CSE	Neuralbrain	3.2LPA
Kothapkapu Priya Reddy	B.Tech-CSE	Neuralbrain	3.2LPA
Madaraboina Bhargavi	B.Tech-CSE	Neuralbrain	3.2LPA
Muppala Sreedhar	B.Tech-CSE	Neuralbrain	3.2LPA
Nenavath Naveen Kumar	B.Tech-CSE	Neuralbrain	3.2LPA
Palem Chandhana	B.Tech-CSE	Neuralbrain	3.2LPA



PRINCIPAL
PALLAVI ENGINEERING COLLEGE
KUNTLOOR (V), ABDULLAPURMET (M),
RANGA REDDY DIST-501 505.



SHALIVAHANA GREEN ENERGY LIMITED

(FORMERLY SHALIVAHANA PROJECTS LIMITED)

Post Box No.1582, 7th Floor, Minerva Complex, S.D. Road, SECUNDERABD 500 003

Phone 040 27846420, 67666044 Fax+91-40663310072, 67666055

E-Mail; shalivahanaprojects@yahoo.com, shalivahana_biomasspower@yahoo.com

Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Nagara Roja**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

As a Technical **Engineer**, you will be reporting to the **P. Naveen Reddy.S, Sr.Engineer**.

Your main responsibilities include the following:

- Embedded C programming developing
- Hardware interface

You will be given the annual base salary of 1,40,000 to be paid on a month basis at 11,666 per month which is deductible with taxes and other amounts required by law.

You will be eligible for bonuses upon completion of the first 7 months having completed or achieved set goals and targets.

You will receive and enjoy the standard benefits for employees such as the following:

[Enumerate the benefits given by the company such as health, life, insurance, etc.]


The following allowances shall also be provided for at the start of your employment:

[Enumerate allowances included such as travel allowance, phone allowance, stock options, etc.]

7 days of paid vacation leaves and emergency leaves shall be given.

We expect you to report for work on 15-01-2018.

HR Manager


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Kuntloor (N), Abdullapurmet (N.)
Hyderabad, R.R.Dist-501503.



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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Nethavath Parvathi**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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Date: 02-01-2018

Dear **Peesarla Aishwarya**,

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Date: 02-01-2018

Dear **PulusuDivya Sri**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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Date: 02-01-2018

Dear **Rakesh Kumar Shori**,

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HR Manager


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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Sridhar Kumar Talla**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Suresh**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Yadavally Sunny**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Rakesh Kumar Shori**,

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The following allowances shall also be provided for at the start of your employment:

[Enumerate allowances included such as travel allowance, phone allowance, stock options, etc.]

7 days of paid vacation leaves and emergency leaves shall be given.

We expect you to report for work on 15-01-2018.

HR Manager


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (N), Abdullapurmet (N.)
Hyderabad, R.R.Dist-501505.



SHALIVAHANA GREEN ENERGY LIMITED

(FORMERLY SHALIVAHANA PROJECTS LIMITED)

Post Box No.1582, 7th Floor, Minerva Complex, S.D. Road, SECUNDERABD 500 003

Phone 040 27846420, 67666044 Fax+91-40663310072, 67666055

E-Mail; shalivahanaprojects@yahoo.com, shalivahana_biomasspower@yahoo.com

Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Suresh**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

As a Technical **Engineer**, you will be reporting to the **P. Naveen Reddy.S, Sr.Engineer.**

Your main responsibilities include the following:

- Embedded C programming developing
- Hardware interface

You will be given the annual base salary of 1,40, 000to be paid on a month basis at 11,666 per month which is deductible with taxes and other amounts required by law.

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HR Manager


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Date: 02-01-2018

Dear **Yadavally Sunny**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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- Hardware interface

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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Md Sohail**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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- Hardware interface

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Date: 02-01-2018

Dear **P Harish**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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HR Manager


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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Abdullah Barabba**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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- Hardware interface

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HR Manager


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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Aniruddh Sahu**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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- Hardware interface

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HR Manager


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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Azmeera Ashok**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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HR Manager


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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Banoth Kalyan**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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HR Manager


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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Bhurke Ajay Nagnath,**

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

As a Technical **Engineer**, you will be reporting to the **P. Naveen Reddy.S, Sr.Engineer.**

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- Hardware interface

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HR Manager

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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **D Venkatesh**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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HR Manager

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Hyderabad, R.R.Dist-501503.



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Date: 02-01-2018

Dear **Eslavath Shirisha**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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Date: 02-01-2018

Dear **Gadipally Prasanna**,

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HR Manager


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Website: www.shalivahanagroup.com CIN:U45200TG1992PLC014925

Date: 02-01-2018

Dear **Jatavath Jemlal**,

It is with pleasure that we send you this offer of employment with **Shaliavahana Green Energy Ltd.** having the following particulars:

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Borri Power India Private Limited

Dear B.TECH CIVIL STUDENTS

Congratulations! We are pleased to confirm that you have been selected to work for **[BORRI POWER SYSTEM.**

The position we are offering you is that of **GRADUATE ENGINEER TRAINEE** with an annual cost to company of 1,92,000. This position reports to **M. Naveen Kumar**

The following students have been selected for doing the internship with our organization for a duration of 6 months. The interns further will be assessed at the end of their internship and the selected will be offered for the full time employment thereupon.

SL No.	STUDENT NAME(B.Tech-CE)	ID No.
01	Jatoth Naresh	
02	K Vilas Rao	
03	Medam Raju	
04	Podisetti Srinivas	
05	Ravula Anil	
06	Adduri GouthamRaju	
07	A Kiran Kumar	

Sincerely,


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
Pallavi Institute of Technology & Science
Kuntloor (Vijaya Vittala Nagar),
Hyderabad, R.R.Dist-501509.

Plot no: 69, Nagarjuna Hills Rd, Mothi Nagar, Nagarjuna Hills, Punjagutta, Hyderabad, Telangana 500082

STRICTLY PRIVATE AND CONFIDENTIAL

FACTSET

To,

14 March 2017

Gajula Manikanta
H.No: 4-9-772/P133
Pavanagiri Colony; Bagh Hayathnagar
Hayathnagar - 501505.

Offer of Employment

Dear **GajulaManikanta**,

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **QA Associate I**. You will be expected to join us between June - December 2017. We will confirm your date of joining as you approach completion of your final year course examination.

You will be based in our **Hyderabad** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual total cost to the company is **2,16,035**, and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

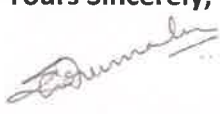
Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

Yours Sincerely,


Tirumala Reddy Koduri
Senior Manager – Recruiting,
Human Resources


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Hyderabad, R.R.Dist-501505.

ANNEXURE-A


NAME: GAJULA MANIKANTA

JOB TITLE: QA ASSOCIATE I

DEPARTMENT: QA STRATEGIC SERVICES

SALARY HEADS	MONTHLY	ANNUAL
BASIC PAY	5688	68250
HOUSE RENT ALLOWANCE	2275	27300
CONVEYANCE	1600	19200
SPECIAL ALLOWANCE	5288	63450
STATUTORY BONUS	1400	16800
FIXED BASE SALARY	16250	195000
<u>BENEFITS/EARNINGS IN KIND :</u>		
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	683	8190
ESI ⁽³⁾	772	9263
PERSONAL ACCIDENT INSURANCE ⁽⁴⁾	25	300
GRATUITY ⁽⁶⁾	274	3283
TOTAL COST TO THE COMPANY	18003	216035

1. For the first **6 months** from the actual date of appointment you will be deemed to be on probation. You will be advised in writing upon satisfactory completion of your probation period. On successful completion of your probation period, you would be eligible for a **10 % raise** in your Fixed Base Salary.
2. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account.
3. You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
4. You will also be covered under Round-the-clock Personal Accident Insurance for **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
5. You will be also eligible for a LIC benefit up to **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
6. You are eligible for Gratuity which is payable after 5 years of continuous service with the Company.
7. In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
8. All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.


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 Pallavi Institute of Technology & Sciences
 Hyderabad, India

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9. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on the basis of basic pay.

FACTSET BENEFITS:

Transport facility to all the employees up to 40 KMS distance from office. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. More information regarding the eligibility for this benefit will be communicated to you by the recruitment team in detail during verbal offer discussion.

Mobile / Blackberry based on the level in the Company, requirement and eligibility.

Annual Team Outing.

Quarterly Team celebrations.

Subsidized lunch / dinner during the working hours.

Snacks & beverages will be made available in the cafeteria.

A gift voucher of ₹1500 is given to any employee who gets married during his tenure at FactSet.

Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.

Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

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Kuntloor (N), Abdullapurmet (I.,)
Hyderabad, R.R. Dist-501503.

ANNEXURE-B

1. Information given or Background verification:

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting FactSet's policy on background verification.

2. Probationary period:

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **60days'** notice in writing or salary in lieu thereof. You will be advised in writing upon satisfactory completion of your probation period. If you receive no such communication, the probation period will be deemed to have been extended until the Company advising you of confirmation or notifying you otherwise.

3. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

4. Nature of Work:

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

5. Working Hours / Shift Hours:

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

6. Salary Payment:

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

7. Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

8. Leave / Holidays:

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / Paid leaves** every year. The leaves will be credited to your leave balance **@ 1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of your probation. You are also eligible for **11Paid holidays** every year including the government mandated holidays. The Company follows stricttime schedule and late comings are discouraged, unless otherwise notified by you in advance.

9. Overtime Payment / allowances:

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source. Team leaders & above are not eligible for overtime payment.

10. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

11. Performance Reviews / Appraisal:

The Company also has a policy of half- yearly appraisal based on performance. You may be eligible for a salary appraisal under this policy based on your individual ratings individual ratings as well as the performance of the team and the performance of the company as a whole which is achieved during the period. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

12. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

13. Secrecy / Confidentiality:

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

14. Restrain:

a. Access to Information:

Information is available on need to know basis for specific group's .Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

b. Restriction on Personal Use:

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

15. Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

16. Termination of Service:

- a) Employment with the Company will stand terminated at the end of the financial year in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period.
- b) In the event of termination of services by either party, the applicable notice period will be **2 months** for the confirmed employees and **15 days** for the probationers.

- c) In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- d) Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- e) You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

17. Changes to the Employment Terms & Conditions applicable to Employees:

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment.

By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

18. Company Polices:

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

19. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice not withstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining, please contact your Recruiter.

We welcome you to our FactSet family and wish you a long and successful career with us.

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DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

- 1. Copy of the Educational certificates.**
 - a. 10th Standard Marks Memos / Pass certificate.
 - b. Intermediate Marks Memos / Pass certificate.
 - c. Graduation Marks Memos / Pass Certificate.
 - d. Post-Graduation Marks Memos / Pass certificate
 - e. Certificates of other Qualifications if any.
- 2. Service certificates / Relieving letters from the previous employers.**
- 3. 3 most recent Pay slips.**
- 4. Copy of PAN card.**
- 5. Residential proof (Telephone / Electricity / License / Passport copy).**
- 6. Form-16 / Form-12B from the last previous employer.**
- 7. 4 Passport Sized Photographs.**


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To,

14 March 2017

Gajula Manikanta

H.No: 4-9-772/P133

Pavanagiri Colony; Bagh Hayathnagar

Hayathnagar - 501505.

Offer of Employment

Dear **GajulaManikanta**,

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **QA Associate I**. You will be expected to join us between June - December 2017. We will confirm your date of joining as you approach completion of your final year course examination.

You will be based in our **Hyderabad** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual total cost to the company is **2,16,035**, and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

Yours Sincerely,



Tirumala Reddy Koduri

Senior Manager – Recruiting,

Human Resources

ANNEXURE-A**NAME:** GAJULA MANIKANTA**JOB TITLE:** QA ASSOCIATE I**DEPARTMENT:** QA STRATEGIC SERVICES

SALARY HEADS	MONTHLY	ANNUAL
<i>BASIC PAY</i>	5688	68250
<i>HOUSE RENT ALLOWANCE</i>	2275	27300
<i>CONVEYANCE</i>	1600	19200
<i>SPECIAL ALLOWANCE</i>	5288	63450
<i>STATUTORY BONUS</i>	1400	16800
FIXED BASE SALARY	16250	195000
<u>BENEFITS/EARNINGS IN KIND :</u>		
<i>EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND</i>	683	8190
<i>ESI⁽³⁾</i>	772	9263
<i>PERSONAL ACCIDENT INSURANCE⁽⁴⁾</i>	25	300
<i>GRATUITY⁽⁶⁾</i>	274	3283
TOTAL COST TO THE COMPANY	18003	216035

1. For the first **6 months** from the actual date of appointment you will be deemed to be on probation. You will be advised in writing upon satisfactory completion of your probation period. On successful completion of your probation period, you would be eligible for a **10 % raise** in your Fixed Base Salary.
2. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account.
3. You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
4. You will also be covered under Round-the-clock Personal Accident Insurance for **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
5. You will be also eligible for a LIC benefit up to **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
6. You are eligible for Gratuity which is payable after 5 years of continuous service with the Company.
7. In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
8. All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.

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9. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on the basis of basic pay.

FACTSET BENEFITS:

Transport facility to all the employees up to 40 KMS distance from office. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. More information regarding the eligibility for this benefit will be communicated to you by the recruitment team in detail during verbal offer discussion.

Mobile / Blackberry based on the level in the Company, requirement and eligibility.

Annual Team Outing.

Quarterly Team celebrations.

Subsidized lunch / dinner during the working hours.

Snacks & beverages will be made available in the cafeteria.

A gift voucher of ₹1500 is given to any employee who gets married during his tenure at FactSet.

Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.

Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

ANNEXURE-B

1. Information given or Background verification:

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting FactSet's policy on background verification.

2. Probationary period:

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **60days'** notice in writing or salary in lieu thereof. You will be advised in writing upon satisfactory completion of your probation period. If you receive no such communication, the probation period will be deemed to have been extended until the Company advising you of confirmation or notifying you otherwise.

3. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

4. Nature of Work:

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

5. Working Hours / Shift Hours:

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

6. Salary Payment:

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

7. Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

8. Leave / Holidays:

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / Paid leaves** every year. The leaves will be credited to your leave balance **@ 1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of your probation. You are also eligible for **11Paid holidays** every year including the government mandated holidays. The Company follows stricttime schedule and late comings are discouraged, unless otherwise notified by you in advance.

9. Overtime Payment / allowances:

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source. Team leaders & above are not eligible for overtime payment.

10. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

11. Performance Reviews / Appraisal:

The Company also has a policy of half- yearly appraisal based on performance. You may be eligible for a salary appraisal under this policy based on your individual ratings individual ratings as well as the performance of the team and the performance of the company as a whole which is achieved during the period. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

12. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

13. Secrecy / Confidentiality:

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

14. Restrain:

a. Access to Information:

Information is available on need to know basis for specific group's .Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

b. Restriction on Personal Use:

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

15. Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

16. Termination of Service:

- a) Employment with the Company will stand terminated at the end of the financial year in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period.
- b) In the event of termination of services by either party, the applicable notice period will be **2 months** for the confirmed employees and **15 days** for the probationers.

- c) In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- d) Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- e) You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

17. Changes to the Employment Terms & Conditions applicable to Employees:

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment.

By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

18. Company Polices:

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

19. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice not withstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining, please contact your Recruiter.

We welcome you to our FactSet family and wish you a long and successful career with us.

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DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

- 1. Copy of the Educational certificates.**
 - a. 10th Standard Marks Memos / Pass certificate.
 - b. Intermediate Marks Memos / Pass certificate.
 - c. Graduation Marks Memos / Pass Certificate.
 - d. Post-Graduation Marks Memos / Pass certificate
 - e. Certificates of other Qualifications if any.
- 2. Service certificates / Relieving letters from the previous employers.**
- 3. 3 most recent Pay slips.**
- 4. Copy of PAN card.**
- 5. Residential proof (Telephone / Electricity / License / Passport copy).**
- 6. Form-16 / Form-12B from the last previous employer.**
- 7. 4 Passport Sized Photographs.**


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Kuntloor (N), Abdullapurmet (N)
Hyderabad, R.R.Dist-501503.

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FACTSET

To,

14 March 2017

Gangarapu Prasanna
H.No: 4-9-772/P133
Pavanagiri Colony; Bagh Hayathnagar
Hayathnagar - 501505.

Offer of Employment

Dear **Gangarapu Prasanna**,

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **QA Associate I**. You will be expected to join us between June - December 2017. We will confirm your date of joining as you approach completion of your final year course examination.

You will be based in our **Hyderabad** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual total cost to the company is **2,16,035**, and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

Yours Sincerely,



Tirumala Reddy Koduri
Senior Manager – Recruiting,
Human Resources

ANNEXURE-A**NAME:** GANGARAPU PRASANNA**JOB TITLE:** QA ASSOCIATE I**DEPARTMENT:** QA STRATEGIC SERVICES

SALARY HEADS	MONTHLY	ANNUAL
BASIC PAY	5688	68250
HOUSE RENT ALLOWANCE	2275	27300
CONVEYANCE	1600	19200
SPECIAL ALLOWANCE	5288	63450
STATUTORY BONUS	1400	16800
FIXED BASE SALARY	16250	195000
<u>BENEFITS/EARNINGS IN KIND :</u>		
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	683	8190
ESI ⁽³⁾	772	9263
PERSONAL ACCIDENT INSURANCE ⁽⁴⁾	25	300
GRATUITY ⁽⁶⁾	274	3283
TOTAL COST TO THE COMPANY	18003	216035

1. For the first **6 months** from the actual date of appointment you will be deemed to be on probation. You will be advised in writing upon satisfactory completion of your probation period. On successful completion of your probation period, you would be eligible for a **10 % raise** in your Fixed Base Salary.
2. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account.
3. You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
4. You will also be covered under Round-the-clock Personal Accident Insurance for **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
5. You will be also eligible for a LIC benefit up to **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
6. You are eligible for Gratuity which is payable after 5 years of continuous service with the Company.
7. In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
8. All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.

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9. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on the basis of basic pay.

FACTSET BENEFITS:

Transport facility to all the employees up to 40 KMS distance from office. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. More information regarding the eligibility for this benefit will be communicated to you by the recruitment team in detail during verbal offer discussion.

Mobile / Blackberry based on the level in the Company, requirement and eligibility.

Annual Team Outing.

Quarterly Team celebrations.

Subsidized lunch / dinner during the working hours.

Snacks & beverages will be made available in the cafeteria.

A gift voucher of ₹1500 is given to any employee who gets married during his tenure at FactSet.

Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.

Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

ANNEXURE-B

1. Information given or Background verification:

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting FactSet's policy on background verification.

2. Probationary period:

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **60days'** notice in writing or salary in lieu thereof. You will be advised in writing upon satisfactory completion of your probation period. If you receive no such communication, the probation period will be deemed to have been extended until the Company advising you of confirmation or notifying you otherwise.

3. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

4. Nature of Work:

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

5. Working Hours / Shift Hours:

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

6. Salary Payment:

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

7. Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

8. Leave / Holidays:

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / Paid leaves** every year. The leaves will be credited to your leave balance **@ 1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of your probation. You are also eligible for **11Paid holidays** every year including the government mandated holidays. The Company follows stricttime schedule and late comings are discouraged, unless otherwise notified by you in advance.

9. Overtime Payment / allowances:

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source. Team leaders & above are not eligible for overtime payment.

10. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

11. Performance Reviews / Appraisal:

The Company also has a policy of half- yearly appraisal based on performance. You may be eligible for a salary appraisal under this policy based on your individual ratings individual ratings as well as the performance of the team and the performance of the company as a whole which is achieved during the period. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

12. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

13. Secrecy / Confidentiality:

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

14. Restrain:

a. Access to Information:

Information is available on need to know basis for specific group's .Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

b. Restriction on Personal Use:

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

15. Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

16. Termination of Service:

- a) Employment with the Company will stand terminated at the end of the financial year in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period.
- b) In the event of termination of services by either party, the applicable notice period will be **2 months** for the confirmed employees and **15 days** for the probationers.

- c) In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- d) Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- e) You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

17. Changes to the Employment Terms & Conditions applicable to Employees:

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment.

By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

18. Company Polices:

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

19. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice not withstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining, please contact your Recruiter.

We welcome you to our FactSet family and wish you a long and successful career with us.

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DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

- 1. Copy of the Educational certificates.**
 - a. 10th Standard Marks Memos / Pass certificate.
 - b. Intermediate Marks Memos / Pass certificate.
 - c. Graduation Marks Memos / Pass Certificate.
 - d. Post-Graduation Marks Memos / Pass certificate
 - e. Certificates of other Qualifications if any.
- 2. Service certificates / Relieving letters from the previous employers.**
- 3. 3 most recent Pay slips.**
- 4. Copy of PAN card.**
- 5. Residential proof (Telephone / Electricity / License / Passport copy).**
- 6. Form-16 / Form-12B from the last previous employer.**
- 7. 4 Passport Sized Photographs.**

~~PRINCIPAL~~
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (R.O.)
Hyderabad, R.R. Dist-591503.

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FACTSET

To,

14 March 2017

Gantam Sandeep,
H.No: 4-9-772/P133
Pavanagiri Colony; Bagh Hayathnagar
Hayathnagar - 501505.

Offer of Employment

Dear **Gantam Sandeep,**

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **QA Associate I**. You will be expected to join us between June - December 2017. We will confirm your date of joining as you approach completion of your final year course examination.

You will be based in our **Hyderabad** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual total cost to the company is **2,16,035**, and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

Yours Sincerely,



Tirumala Reddy Koduri
Senior Manager – Recruiting,
Human Resources

ANNEXURE-A**NAME:** GANTAM SANDEEP**JOB TITLE:** QA ASSOCIATE I**DEPARTMENT:** QA STRATEGIC SERVICES

SALARY HEADS	MONTHLY	ANNUAL
<i>BASIC PAY</i>	5688	68250
<i>HOUSE RENT ALLOWANCE</i>	2275	27300
<i>CONVEYANCE</i>	1600	19200
<i>SPECIAL ALLOWANCE</i>	5288	63450
<i>STATUTORY BONUS</i>	1400	16800
FIXED BASE SALARY	16250	195000
<u>BENEFITS/EARNINGS IN KIND :</u>		
<i>EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND</i>	683	8190
<i>ESI⁽³⁾</i>	772	9263
<i>PERSONAL ACCIDENT INSURANCE⁽⁴⁾</i>	25	300
<i>GRATUITY⁽⁶⁾</i>	274	3283
TOTAL COST TO THE COMPANY	18003	216035

1. For the first **6 months** from the actual date of appointment you will be deemed to be on probation. You will be advised in writing upon satisfactory completion of your probation period. On successful completion of your probation period, you would be eligible for a **10 % raise** in your Fixed Base Salary.
2. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account.
3. You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
4. You will also be covered under Round-the-clock Personal Accident Insurance for **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
5. You will be also eligible for a LIC benefit up to **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
6. You are eligible for Gratuity which is payable after 5 years of continuous service with the Company.
7. In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
8. All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.

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9. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on the basis of basic pay.

FACTSET BENEFITS:

Transport facility to all the employees up to 40 KMS distance from office. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. More information regarding the eligibility for this benefit will be communicated to you by the recruitment team in detail during verbal offer discussion.

Mobile / Blackberry based on the level in the Company, requirement and eligibility.

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Quarterly Team celebrations.

Subsidized lunch / dinner during the working hours.

Snacks & beverages will be made available in the cafeteria.

A gift voucher of ₹1500 is given to any employee who gets married during his tenure at FactSet.

Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.

Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

ANNEXURE-B

1. Information given or Background verification:

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting FactSet's policy on background verification.

2. Probationary period:

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **60days'** notice in writing or salary in lieu thereof. You will be advised in writing upon satisfactory completion of your probation period. If you receive no such communication, the probation period will be deemed to have been extended until the Company advising you of confirmation or notifying you otherwise.

3. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

4. Nature of Work:

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

5. Working Hours / Shift Hours:

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

6. Salary Payment:

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

7. Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

8. Leave / Holidays:

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / Paid leaves** every year. The leaves will be credited to your leave balance **@ 1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of your probation. You are also eligible for **11Paid holidays** every year including the government mandated holidays. The Company follows stricttime schedule and late comings are discouraged, unless otherwise notified by you in advance.

9. Overtime Payment / allowances:

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source. Team leaders & above are not eligible for overtime payment.

10. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

11. Performance Reviews / Appraisal:

The Company also has a policy of half- yearly appraisal based on performance. You may be eligible for a salary appraisal under this policy based on your individual ratings individual ratings as well as the performance of the team and the performance of the company as a whole which is achieved during the period. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

12. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

13. Secrecy / Confidentiality:

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

14. Restrain:

a. Access to Information:

Information is available on need to know basis for specific group's .Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

b. Restriction on Personal Use:

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

15. Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

16. Termination of Service:

- a) Employment with the Company will stand terminated at the end of the financial year in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period.
- b) In the event of termination of services by either party, the applicable notice period will be **2 months** for the confirmed employees and **15 days** for the probationers.

- c) In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- d) Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- e) You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

17. Changes to the Employment Terms & Conditions applicable to Employees:

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment.

By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

18. Company Polices:

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

19. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice not withstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining, please contact your Recruiter.

We welcome you to our FactSet family and wish you a long and successful career with us.

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FACTSET

DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

- 1. Copy of the Educational certificates.**
 - a. 10th Standard Marks Memos / Pass certificate.
 - b. Intermediate Marks Memos / Pass certificate.
 - c. Graduation Marks Memos / Pass Certificate.
 - d. Post-Graduation Marks Memos / Pass certificate
 - e. Certificates of other Qualifications if any.
- 2. Service certificates / Relieving letters from the previous employers.**
- 3. 3 most recent Pay slips.**
- 4. Copy of PAN card.**
- 5. Residential proof (Telephone / Electricity / License / Passport copy).**
- 6. Form-16 / Form-12B from the last previous employer.**
- 7. 4 Passport Sized Photographs.**


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagola Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (R.)
Hyderabad, R.R.Dist-501503.

STRICTLY PRIVATE AND CONFIDENTIAL

FACTSET

To,

14 March 2017

Gattu Rajini,
H.No: 4-9-772/P133
Pavanagiri Colony; Bagh Hayathnagar
Hayathnagar - 501505.

Offer of Employment

Dear **Gattu Rajini,**

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **QA Associate I**. You will be expected to join us between June - December 2017. We will confirm your date of joining as you approach completion of your final year course examination.

You will be based in our **Hyderabad** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual total cost to the company is **2,16,035**, and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

Yours Sincerely,



Tirumala Reddy Koduri
Senior Manager – Recruiting,
Human Resources

ANNEXURE-A**NAME:** GATTU RAJINI**JOB TITLE:** QA ASSOCIATE I**DEPARTMENT:** QA STRATEGIC SERVICES

SALARY HEADS	MONTHLY	ANNUAL
BASIC PAY	5688	68250
HOUSE RENT ALLOWANCE	2275	27300
CONVEYANCE	1600	19200
SPECIAL ALLOWANCE	5288	63450
STATUTORY BONUS	1400	16800
FIXED BASE SALARY	16250	195000
<u>BENEFITS/EARNINGS IN KIND :</u>		
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	683	8190
ESI ⁽³⁾	772	9263
PERSONAL ACCIDENT INSURANCE ⁽⁴⁾	25	300
GRATUITY ⁽⁶⁾	274	3283
TOTAL COST TO THE COMPANY	18003	216035

1. For the first **6 months** from the actual date of appointment you will be deemed to be on probation. You will be advised in writing upon satisfactory completion of your probation period. On successful completion of your probation period, you would be eligible for a **10 % raise** in your Fixed Base Salary.
2. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account.
3. You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
4. You will also be covered under Round-the-clock Personal Accident Insurance for **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
5. You will be also eligible for a LIC benefit up to **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
6. You are eligible for Gratuity which is payable after 5 years of continuous service with the Company.
7. In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
8. All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.

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9. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on the basis of basic pay.

FACTSET BENEFITS:

Transport facility to all the employees up to 40 KMS distance from office. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. More information regarding the eligibility for this benefit will be communicated to you by the recruitment team in detail during verbal offer discussion.

Mobile / Blackberry based on the level in the Company, requirement and eligibility.

Annual Team Outing.

Quarterly Team celebrations.

Subsidized lunch / dinner during the working hours.

Snacks & beverages will be made available in the cafeteria.

A gift voucher of ₹1500 is given to any employee who gets married during his tenure at FactSet.

Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.

Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

ANNEXURE-B

1. Information given or Background verification:

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting FactSet's policy on background verification.

2. Probationary period:

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **60days'** notice in writing or salary in lieu thereof. You will be advised in writing upon satisfactory completion of your probation period. If you receive no such communication, the probation period will be deemed to have been extended until the Company advising you of confirmation or notifying you otherwise.

3. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

4. Nature of Work:

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

5. Working Hours / Shift Hours:

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

6. Salary Payment:

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

7. Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

8. Leave / Holidays:

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / Paid leaves** every year. The leaves will be credited to your leave balance **@ 1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of your probation. You are also eligible for **11Paid holidays** every year including the government mandated holidays. The Company follows stricttime schedule and late comings are discouraged, unless otherwise notified by you in advance.

9. Overtime Payment / allowances:

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source. Team leaders & above are not eligible for overtime payment.

10. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

11. Performance Reviews / Appraisal:

The Company also has a policy of half- yearly appraisal based on performance. You may be eligible for a salary appraisal under this policy based on your individual ratings individual ratings as well as the performance of the team and the performance of the company as a whole which is achieved during the period. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

12. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

13. Secrecy / Confidentiality:

You will not during the course of your employment with the Company or at any time thereafter divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

14. Restrain:

a. Access to Information:

Information is available on need to know basis for specific group's. Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

b. Restriction on Personal Use:

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

15. Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

16. Termination of Service:

- a) Employment with the Company will stand terminated at the end of the financial year in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period.
- b) In the event of termination of services by either party, the applicable notice period will be **2 months** for the confirmed employees and **15 days** for the probationers.

- c) In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- d) Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- e) You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

17. Changes to the Employment Terms & Conditions applicable to Employees:

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment.

By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

18. Company Polices:

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

19. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice not withstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining, please contact your Recruiter.

We welcome you to our FactSet family and wish you a long and successful career with us.

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DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

- 1. Copy of the Educational certificates.**
 - a. 10th Standard Marks Memos / Pass certificate.
 - b. Intermediate Marks Memos / Pass certificate.
 - c. Graduation Marks Memos / Pass Certificate.
 - d. Post-Graduation Marks Memos / Pass certificate
 - e. Certificates of other Qualifications if any.
- 2. Service certificates / Relieving letters from the previous employers.**
- 3. 3 most recent Pay slips.**
- 4. Copy of PAN card.**
- 5. Residential proof (Telephone / Electricity / License / Passport copy).**
- 6. Form-16 / Form-12B from the last previous employer.**
- 7. 4 Passport Sized Photographs.**


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagala Institute of Technology & Sciences)
Kuntloor (V), Abdullapurmet (N.)
Hyderabad, R.R. Dist-501503.

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FACTSET

To,

14 March 2017

Gajjela Srilatha,
H.No: 4-9-772/P133
Pavanagiri Colony; Bagh Hayathnagar
Hayathnagar - 501505.

Offer of Employment

Dear **Gajjela Srilatha,**

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **QA Associate I**. You will be expected to join us between June - December 2017. We will confirm your date of joining as you approach completion of your final year course examination.

You will be based in our **Hyderabad** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual total cost to the company is **2,16,035**, and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

Yours Sincerely,



Tirumala Reddy Koduri
Senior Manager – Recruiting,
Human Resources

ANNEXURE-A**NAME:** GAJJELA SRILATHA**JOB TITLE:** QA ASSOCIATE I**DEPARTMENT:** QA STRATEGIC SERVICES

SALARY HEADS	MONTHLY	ANNUAL
<i>BASIC PAY</i>	5688	68250
<i>HOUSE RENT ALLOWANCE</i>	2275	27300
<i>CONVEYANCE</i>	1600	19200
<i>SPECIAL ALLOWANCE</i>	5288	63450
<i>STATUTORY BONUS</i>	1400	16800
FIXED BASE SALARY	16250	195000
<u>BENEFITS/EARNINGS IN KIND :</u>		
<i>EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND</i>	683	8190
<i>ESI⁽³⁾</i>	772	9263
<i>PERSONAL ACCIDENT INSURANCE⁽⁴⁾</i>	25	300
<i>GRATUITY⁽⁶⁾</i>	274	3283
TOTAL COST TO THE COMPANY	18003	216035

1. For the first **6 months** from the actual date of appointment you will be deemed to be on probation. You will be advised in writing upon satisfactory completion of your probation period. On successful completion of your probation period, you would be eligible for a **10 % raise** in your Fixed Base Salary.
2. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account.
3. You will be enrolled in the Employee State Insurance scheme (ESI) as per the eligibility and your grade in the organization. You can nominate 5 dependents in addition to yourself to be covered under the ESI scheme.
4. You will also be covered under Round-the-clock Personal Accident Insurance for **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
5. You will be also eligible for a LIC benefit up to **₹6, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
6. You are eligible for Gratuity which is payable after 5 years of continuous service with the Company.
7. In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
8. All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.

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9. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on the basis of basic pay.

FACTSET BENEFITS:

Transport facility to all the employees up to 40 KMS distance from office. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. More information regarding the eligibility for this benefit will be communicated to you by the recruitment team in detail during verbal offer discussion.

Mobile / Blackberry based on the level in the Company, requirement and eligibility.

Annual Team Outing.

Quarterly Team celebrations.

Subsidized lunch / dinner during the working hours.

Snacks & beverages will be made available in the cafeteria.

A gift voucher of ₹1500 is given to any employee who gets married during his tenure at FactSet.

Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.

Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

ANNEXURE-B

1. Information given or Background verification:

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes reference checks and verification of academics. If the results of your background check reveal information that is inconsistent with our standards, FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. Please provide us with academic credentials & professional reference. By accepting this offer you are accepting FactSet's policy on background verification.

2. Probationary period:

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **60days'** notice in writing or salary in lieu thereof. You will be advised in writing upon satisfactory completion of your probation period. If you receive no such communication, the probation period will be deemed to have been extended until the Company advising you of confirmation or notifying you otherwise.

3. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

4. Nature of Work:

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

5. Working Hours / Shift Hours:

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and also depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

6. Salary Payment:

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees have to open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

7. Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. . However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manger & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

8. Leave / Holidays:

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / Paid leaves** every year. The leaves will be credited to your leave balance **@ 1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of your probation. You are also eligible for **11Paid holidays** every year including the government mandated holidays. The Company follows stricttime schedule and late comings are discouraged, unless otherwise notified by you in advance.

9. Overtime Payment / allowances:

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source. Team leaders & above are not eligible for overtime payment.

10. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

11. Performance Reviews / Appraisal:

The Company also has a policy of half- yearly appraisal based on performance. You may be eligible for a salary appraisal under this policy based on your individual ratings individual ratings as well as the performance of the team and the performance of the company as a whole which is achieved during the period. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

12. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

13. Secrecy / Confidentiality:

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

14. Restrain:

a. Access to Information:

Information is available on need to know basis for specific group's .Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

b. Restriction on Personal Use:

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You may / may not be required to reimburse the Company for any losses incurred by the Company on account of personal usage of Company data.

15. Security:

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the working stations, floppy disk drives and Companywide awareness about the need for protection of intellectual property and sensitive customer information.

16. Termination of Service:

- a) Employment with the Company will stand terminated at the end of the financial year in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the un-served notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period.
- b) In the event of termination of services by either party, the applicable notice period will be **2 months** for the confirmed employees and **15 days** for the probationers.

- c) In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities., Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- d) Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- e) You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

17. Changes to the Employment Terms & Conditions applicable to Employees:

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment due to its dynamic work environment.

By accepting this offer , you hereby grant your express acceptance and readiness to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof .

18. Company Polices:

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

19. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice not withstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining, please contact your Recruiter.

We welcome you to our FactSet family and wish you a long and successful career with us.


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FACTSET

DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

- 1. Copy of the Educational certificates.**
 - a. 10th Standard Marks Memos / Pass certificate.
 - b. Intermediate Marks Memos / Pass certificate.
 - c. Graduation Marks Memos / Pass Certificate.
 - d. Post-Graduation Marks Memos / Pass certificate
 - e. Certificates of other Qualifications if any.
- 2. Service certificates / Relieving letters from the previous employers.**
- 3. 3 most recent Pay slips.**
- 4. Copy of PAN card.**
- 5. Residential proof (Telephone / Electricity / License / Passport copy).**
- 6. Form-16 / Form-12B from the last previous employer.**
- 7. 4 Passport Sized Photographs.**


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (T.)
Hyderabad, R.R. Dist-501503.

ECLAT

ENGINEERING CONSULTANTS
FOR BETTER TRANSPORTATION ENGINEERING

01 July 2018

To
The Head of Civil Engineering Department
The Nagole Institute of Technology & Science
Kuntloor Village, Hayathnagar Hyderabad.

Subject: Internship offer

The following students have been selected for doing the internship with our organization for a duration of 6 months. The interns further will be assessed at the end of their internship and the selected will be offered for the full time employment thereupon.

SL No.	STUDENT NAME(B.Tech-CE)	ID No.
01	Ajmeera Shailaja	-
02	Badeti Venkatesh	-
03	Boska Madhu	-
04	Gaddam Ranjith	-
05	Gandla Ravi Teja	-
06	Kundella Vinod	-
07	Kyasaram Sangeetha	-

Thanks & Regards



Authorized Signatory
For M/S. Eclat Engineering Consultants


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (T...)
Hyderabad, R.R.Dist-501503.

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Jupally Vaishnavi
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Jupally Vaishnavi,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.


You are required to submit the following documents (photocopy) at the time of joining us:

1. Proof of Identification (Photocopy of passport, Ration card, Election card, PAN Card, Aadhar)
2. All Educational certificates (School & College).
3. All Professional certificates /relevant documents.
4. Six passport size photographs with Soft Copy
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Please note you will on Bond for 2 years and it will be applicable from the day of joining / internship and required formalities will be executed on the day of joining. You are required to join for internship on **6th Feb 2019** at 9:30 a.m. sharp at **3-6-268, 3rd Floor, Unit 1, RSC, Reliable Business Chambers, Himayat Nagar, Hyderabad-500029 Telangana, India**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your graduation. As per your requests you will be allowed for a non-payable break to complete your final exams.


If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Jupally Vaishnavi
Date:


PRINCIPAL
PALLAV ENGINEERING COLLEGE
(Formerly Nagola Institute of Technology & Science)
Hyderabad, Telangana - 501505

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Kalal Pooja Shrinivas
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Kalal Pooja Shrinivas

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

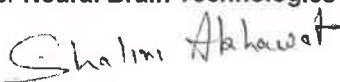
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Kalal Pooja Shrinivas

Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
Formerly Nagole Institute of Technology & Science
Kuntloor (V), Abudulhamid Nagar, Hyderabad - 500029, Dist-501503.

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Kalal Pooja Shrinivas
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

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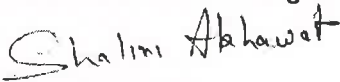
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Kalal Pooja Shrinivas
Date:


PALLAVI ENGINEERING COLLEGE
Principal
Nagole Institute of Technology & Science
Kuntloor, Hyderabad - 500029, India
Phone: +91 984801503

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Spa, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, India | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mis. Madaraboina Bhargavi
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Madaraboina Bhargavi,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

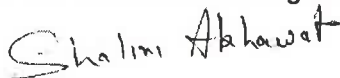
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Madaraboina Bhargavi

Date:


Neural Brain Technologies Private Limited

3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Muppala Sreedhar
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Muppala Sreedhar,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

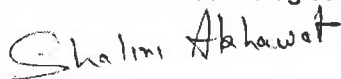
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Muppala Sreedhar
Date:


PALLAVI ENGINEERING COLLEGE
Principal
Nagole Institute of Technology & Science,
Kuntloor, Hyderabad, R.T. Nagar, 501503.

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

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LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Muppala Sreedhar
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Muppala Sreedhar,

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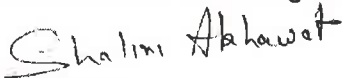
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Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Muppala Sreedhar
Date:


PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (M), Adullapurmet (H)
Neural Brain Technologies Private Limited

3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Nenavath Naveen Kumar
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Nenavath Naveen Kumar,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

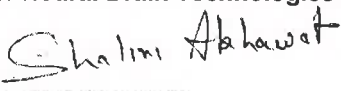
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Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Nenavath Naveen Kumar

Date:


PRINCIPAL
PALLANI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (N), Abudisapurmet (M)
Hyderabad - 501565

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Spine Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

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LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. PalemChandhana
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear PalemChandhana,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

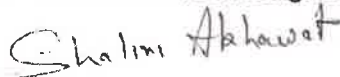
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Thanking you,
For **Neural Brain Technologies Private Limited.,**


Shalini Akhawat
Director

I Accept this offer

Name: Palem Chandhana
Date:


PALLAVI ENGINEERING COLLEGE
Principal
Nagole Institute of Technology & Science
Kuntloor, Hyderabad, Telangana, India

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. SodemSandeepkumar
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear SodemSandeepkumar,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

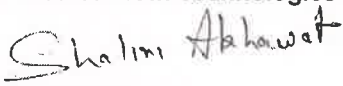
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Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: SodemSandeepkumar
Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (M), Abudhanurmet (R.)
Hyderabad, P.P. Dist-501503

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Spacet Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5663

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Vudhari Rajashekar
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Vudhari Rajashekar

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

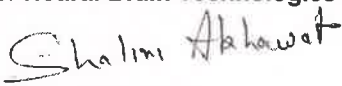
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by **7th Jan 2019**.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Vudhari Rajashekar

Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
Formerly Nagole Institute of Technology & Science
Kuntloor (V), Abulhasanpur (H.)
Hyderabad - 500029, T.S.

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
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LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Basagalla Mounika
B.Tech (ECE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Basagalla Mounika,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

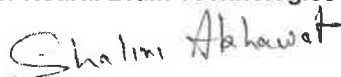
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Please note you will on Bond for 2 years and it will be applicable from the day of joining / internship and required formalities will be executed on the day of joining. You are required to join for internship on **6th Feb 2019** at 9:30 a.m. sharp at **3-6-268, 3rd Floor, Unit 1, RSC, Reliable Business Chambers, Himayat Nagar, Hyderabad-500029 Telangana, India**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your graduation. As per your requests you will be allowed for a non-payable break to complete your final exams.

If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Basagalla Mounika
Date:


PALLAVI ENGINEERING COLLEGE
Principal
(Formerly Nagole Institute of Technology & Science)
Kuntloor, Hyderabad - 500029, India
Ph: +91 98493 301903

3-6-268, 3rd Floor, Unit 1, Royapet Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Dandu Harika Goud
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Dandu Harika Goud

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

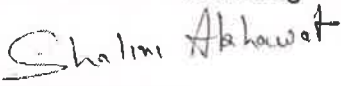
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Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Dandu Harika Goud
Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (M), Abdulquader (S.)
Nagole, Hyderabad - 500029, India

3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5688

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Dandu Harika Goud
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Dandu Harika Goud,

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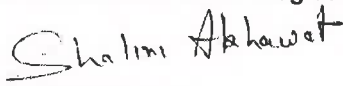
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,

I Accept this offer


Shalini Akhawat
Director

Name: Dandu Harika Goud
Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
Nagole Institute of Technology & Science
Kuntloor (V), Abdulsapurmet (H.)
Hyderabad, Dist-501503.

3-6-268, 3rd Floor, Unit 1, Royal Job Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Domalapally Ashwini
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Domalapally Ashwini,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

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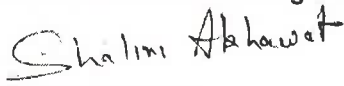
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,

I Accept this offer


Shalini Akhawat
Director

Name: Domalapally Ashwini

Date:


PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (M), Abdullapurmat (A.)
Hyderabad, T.S. Dist-501503.

Neural Brain Technologies Private Limited

3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Gadhe Sampath Reddy
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Gadhe Sampath Reddy,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Gadhe Sampath Reddy
Date:


PRINCIPAL
PALAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapuram (M)
Hyderabad - 501505.

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Revor Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Dhanavath Anitha
B.Tech (ECE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Dhanavath Anitha,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

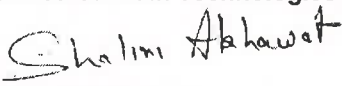
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Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Dhanavath Anitha
Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (N), APSulkur (M), Hyderabad (N),
Hyderabad - 500029, India

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
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LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. DhanavathAnitha
B.Tech (ECE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

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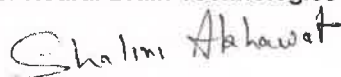
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Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Dhanavath Anitha

Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (M), Abdullapur,
Hyderabad, Telangana - 500029

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Anugula Shailaja
B.Tech (ECE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear B Kavya,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Anugula Shailaja
Date:


PRINCIPAL
PALLE ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abduljeppur (M),
Hyderabad - 500029, Telangana, India

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5683

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Ms. Badugu Shivaprasanna
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Badugu Shivaprasanna

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

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Thanking you,
For **Neural Brain Technologies Private Limited.**,

Shalini Akhawat
Shalini Akhawat
Director

I Accept this offer

Name: Badugu Shivaprasanna

Date:

Principal
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (M. Abdullapurmet (R.)
Hyderabad, R.R.Dist-501503.



An ISO:9001:2008 Certified Company

Trademark Applicant : R.M.C Packaging Systems PVT.LTD

Application Date : 2014-07-04

Status : Formalities Chk Pass

Goods and Services Description : Machines(packaging machines)

Applicant Address : # PLOT NO.101A, IDA, CHERLAPALLY, HYDERABAD - 500 051 (A.P), INDIA

To

The Head of Civil Engineering Department

The Nagole Institute of Technology & Science

Kuntloor Village, Hayathnagar Hyderabad.

Subject: Internship offer

Congratulations! We are pleased to confirm that you have been selected to work for [Company_Name]. We are delighted to make you the following job offer:

The following students have been selected for doing the internship with our organization for a duration of 6 months. The interns further will be assessed at the end of their internship and the selected will be offered for the full time employment thereupon.

SL No.	STUDENT NAME(B.Tech-ME)	ID No.
01	Boddu Rohith Kumar	-
02	Bommagani Sathish	-
03	Gadham Kavitha	-
04	Gollapally Pavankumar	-
05	Guna Janakisuryaramarao	-
06	Karingu Saikumar	-
07	Nenavath Mahendra	-
08	Vodlakonda Chandra Mouli	-
09	Salvadhi Srisailam	-
10	Sarkin Rekha	-

Thanks & Regards


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapuram
Hyderabad, R.R. Dist-501503.



Plot No. S-2/A/1, SY. No. 111 & 112 , ECITY , FABCITY , Raviryal
Village, Maheshwaram Mandal ,
RR District,
Hyderabad - 501359

01 July 2018

To
The Head of Electronics and Communication Engineering
The Nagole Institute of Technology & Science
Kuntloor Village, Hayathnagar Hyderabad.

Subject: Internship offer

The following students have been selected for doing the internship with our organization for a duration of 6 months. The interns further will be assessed at the end of their internship and the selected will be offered for the fulltime employment thereupon.

SL No.	STUDENT NAME(B.Tech-ECE)	ID No.
01	Bhongiri Arvind Kumar	-
02	Bukka Sriram	-
03	Mudavath Shiva	-
04	Peddapalli Jhansi	--
05	S Sai Kumar Goud	-

Thanks &Regards


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abid (P.O.)
Hyderabad, R.R.C.



Plot No. S-2/A/1, SY. No. 111 & 112 , ECITY , FABCITY , Raviryal
Village, Maheshwaram Mandal ,
RR District,
Hyderabad - 501359

01 July 2018

To
The Head of Electronics and Communication Engineering
The Nagole Institute of Technology & Science
Kuntloor Village, Hayathnagar Hyderabad.

Subject: Internship offer

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SL No.	STUDENT NAME(B.Tech- EEE)	ID No.
01	J Bharath Kumar	-
02	Jadi Naresh	-
03	N Swathi	-
04	Ramavath Jawaharlal	-
05	SangepuSaimadhav	-
06	Srinivas Kokkala	-
07	Adnan Ahmed Khan	-
08	Asif Khan	-

Thanks &Regards


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (N), Abdullapurmet, (H.)
Hyderabad, R.R.Dist-501503.



Plot No. S-2/A/1, SY. No. 111 & 112, ECITY, FABCITY, Raviryal
Village, Maheshwaram Mandal,
RR District,
Hyderabad - 501359

01 July 2018

To
The Head of Electronics and Communication Engineering
The Nagole Institute of Technology & Science
Kuntloor Village, Hayathnagar Hyderabad.

Subject: Internship offer

The following students have been selected for doing the internship with our organization for a duration of 6 months. The interns further will be assessed at the end of their internship and the selected will be offered for the fulltime employment thereupon.

SL No.	STUDENT NAME(B.Tech- EEE)	ID No.
01	Sriram Abhinay	-
02	Orsu Srikanth	-
03	Guguloth Naveen	-
04	Karnakanti Samatha	-
05	Mohammad Irfan	-
06	Kattela Akhil	-

Thanks & Regards


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (P.),
Hyderabad, R.R. Dist-501503.

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Gowni Adarsh
B.Tech (CSE – 2019 Batch) - Final Year
Pallavi Engineering College, Kuntloor
Hyderabad

Dear Gowni Adarsh,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2 Lacs per annum.

You are required to submit the following documents (photocopy) at the time of joining us:

1. Proof of Identification (Photocopy of passport, Ration card, Election card, PAN Card, Aadhar)
2. All Educational certificates (School & College).
3. All Professional certificates /relevant documents.
4. Six passport size photographs with Soft Copy
5. All Original documents at the time of joining for verification.

Please note you will on Bond for 2 years and it will be applicable from the day of joining / internship and required formalities will be executed on the day of joining. You are required to join for internship on **6th Feb 2019** at 9:30 a.m. sharp at **3-6-268, 3rd Floor, Unit 1, RSC, Reliable Business Chambers, Himayat Nagar, Hyderabad-500029 Telangana, India**, failing which this offer stands withdrawn. Your formal appointment letter shall be given to you after completion of your graduation. As per your requests you will be allowed for a non-payable break to complete your final exams.

If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Gowni Adarsh

Date:


Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5663

E : contact@neuralbrain.com | W : www.neuralbrain.com | CIN : U72200TG2015PTC099911

LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Jupally Vaishnavi
B.Tech (CSE – 2019 Batch) - Final Year
Pallavi Engineering College, Kuntloor
Hyderabad

Dear Jupally Vaishnavi

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2 Lacs per annum.

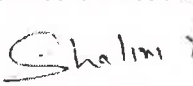
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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Jupally Vaishnavi
Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagula Institute of Technology & Sciences)
Kuntloor (V), Adilapet (R.O.)
Hyderabad, R.R. Dist-501305

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5663

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LETTER OF OFFER

NBTECH/2019/12/119

Dec 30th 2018

To,
Mr. Itharaju Sharath Kumar
B.Tech (CSE – 2019 Batch) - Final Year
Nagole Institute of Technology & Science, Kuntloor
Hyderabad

Dear Itharaju Sharath Kumar,

With reference to your placement drive conducted on 21st Dec 2018 at your college premises and subsequent discussions, we take great pleasure in offering you the position of “**Software Trainee**” – Grade B1 with us here at **Neural Brain Technologies Pvt Ltd**, Hyderabad, India. We hope you will enjoy your role and make a significant contribution to the success of the organization. Further as per discussion you will under training period for first 6 months (which will include Internship period as well) and will be paid stipend before graduation and Rs 10000/-after graduation, post which on completion of 6 months based on your performance and discussions your CTC will be revised between 3.2lac per annum.

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If you accept this offer of internship cum employment, please sign in the space indicated below and return the scanned copy by 7th Jan 2019.

Thanking you,
For **Neural Brain Technologies Private Limited.**,


Shalini Akhawat
Director

I Accept this offer

Name: Itharaju Sharath Kumar
Date:


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (N), Abudullapuram (U),
Hyderabad, R.R. Dist-501333

Neural Brain Technologies Private Limited
3-6-268, 3rd Floor, Unit 1, Royal Space Consultants, Reliable Business Chambers, Himayatnagar,
Hyderabad, Telangana - 500029, INDIA | INDIA : +91 40 4222 3122 | USA : +1 201 492 5663

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