

**Date: 22-Jun-2021**

**Personal & Confidential**

**Puchalapalli Saikumar Reddy (C423635)**

**Offer of employment**

---

Dear Puchalapalli Saikumar Reddy ,

This has reference to the discussions you had with us, we are pleased to make an offer to you as **Trainee Engineer (BAND B)** and the details given below. This offer is subject to your acceptance of the enclosed terms and conditions.

**Total Compensation:** You will be under training for a period of Six months with a stipend of ₹20000/- *PM*. On successful completion of the training period you will be placed under probation period with a compensation package of ₹455032/- *CTC P/A* on the terms and conditions enclosed here with.

**Start date:** On or before 28-Jun-2021

**Place of Work:** Hyderabad, Lanco Hills

**Address:** Lanco Hills Rd, Sai Vaibhav Layout, Manikonda, Hyderabad- 500089, Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need some clarification, please contact Snehith ram Pappu from the Talent Acquisition Team at Snehithram.Pappu@cyient.com.

Please indicate the acceptance of the offer by 23-Jun-2021.

We will initiate the pre onboarding processes and provide you any additional requirements for onboarding separately.

For Cyient Ltd.



---

**Keerthi Rannore**  
**General Manager - HR**

**Annexures:**

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

**Internal Reference: JR-022833**

**Annexure - 1**  
**Compensation Structure of Puchalapalli Saikumar Reddy , Trainee Engineer (BAND B)**

<b>Monthly Components</b>	<b>Monthly</b>	<b>Annualized</b>
Basic Pay	15,170	1,82,040
HRA	6,070	72,840
Bouquet of Benefits*	12,130	1,45,560
Advance Bonus*	2,000	24,000
<b>Gross Monthly Salary</b>	<b>35,370</b>	<b>4,24,440</b>
<b>Statutory Components</b>		
Company's contribution to PF(12% of Basic)		21,840
Gratuity(@ 15 days Basic pa, on completion of 5 yrs)		8,752
<b>Cost to the Company**</b>		<b>4,55,032</b>

**Total compensation per annum: ₹4,55,032 (Rupees Four Lakh Fifty Five Thousand Thirty Two Only).**

**\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the payout will be adjusted towards Statutory bonus payable**

**\*\* The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.**

For Cyient Ltd.



Keerthi Rannore

General Manager - HR

Internal Reference: JR-022833

**Personal & Confidential**

22 June 2021

**Dear Puchalapalli Saikumar Reddy**

Sub: Stipend Payable during Training period.

Further to the Offer Letter issued to you, the Stipend amount payable during the Training period of 6 months will be INR 20,000.

The Stipend is subject to Income Tax as applicable.

Your designation during the Training Period will be "Trainee Engineer". All other terms and conditions of the offer letter cited remain unaltered.

Should you need any clarification, please feel free to contact us on 9700779093 .

For Cyient Ltd.



---

**Keerthi Rannore**

**General Manager - HR**

A) List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
  - 10th Standard Mark Sheet
  - 12th Standard Mark Sheet
  - UG/Diploma Degree Certificate/Provisional and Mark Sheets
  - PG Degree Certificate/Provisional and Mark Sheets
- Previous Employer Documents (As applicable)
  - Relieving Letter/Resignation Acceptance Letter
  - Last three months Pay Slip
  - Relieving Letters or Experience Letters from All Previous Employers
- ID Proof
  - Aadhar Card (2 photocopies)
  - PAN Card (2 photocopies)
  - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)
  - You are required to submit UAN from the Employee Provident Fund Organization (EPFO).
  - If you are not having UAN, you may generate the UAN through EPFO Portal.
  - Refer UAN generation process link, provided in the joining formalities form.

Other Details:

Reporting Time: 9 AM

Venue: **Lanco Hills Rd, Sai Vaibhav Layout, Manikonda, Hyderabad- 500089, Telangana**

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



---

**Keerthi Rannore**  
**General Manager - HR**

**Internal Reference: JR-022833**

**Terms and conditions**

**1. Compensation**

As detailed in the Annexure.

**2. Education Qualification**

This offer of training and subsequent employment to you is made based on the premise that you have acquired the desired qualification with 60% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, your offer stands cancelled.

**3. Training Investment Cost recovery**

It is agreed that you will be with company for not less than 24 months from the date of joining. During this period, you shall not leave, abandon, or resign from the training/employment of the company. Liquidated damages for breach of this condition will be recovered as the training investment cost of Rs. 3,00,000/- (Three Lakh Rupees Only). You need to execute an agreement on a non-judicial stamp paper to this effect.

**4. Transfer & Deputation**

Your services can be transferred to other departments, locations, subsidiaries, sister companies or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time to time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

**5. Code of Business conduct**

You will be governed by the Code of Business Conduct as is in force from time to time.

**6. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently.**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these amended terms and conditions automatically.

**7. Shifts**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

**8. Training**

You will be on training for a period of **Six Months** from the date of joining. On successful completion of Training you will be placed in probation for a period of 6 months and you shall continue to be on probation unless confirmed in writing by the company.

**9. Exclusivity**

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without permission in writing from the management. You shall not solicit any employment OR accept any employment OR join the employment with the customer/s of Cyient Limited with whom you worked during the course of your employment or within 12 months from the time of leaving the employment with Cyient Limited.

**Employee's Signature**

**10. Leave**

You will be governed by the Cyient leave policy that is in force from time to time.

**11. Medical Examination**

The company reserves its right to have you undergo medical examination from time to time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

**12. Dress Code**

You are required to be dressed in Business Formals on Weekdays and Business Informal is permitted on Friday.

- **Gentlemen:** To be dressed in full/half sleeved shirt, Full Trousers and Leather Shoes (Black or Brown)
- **Ladies:** Sarees / Salwar Kameez / Business Suits.

**13. Performance Review**

Your performance shall be reviewed periodically as per the Performance Management System (PMS) operational in the company. Performance reviews may or may not cause compensation reviews.

**14. Compensation Reviews**

Compensation reviews shall be purely based on individual's profile, contributions, competencies, role, potential to shoulder higher responsibilities and internal & external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered as impropriety and may lead to punitive action.

**15. Financial or Nonfinancial reviews**

Financial or non-financial reviews like payment of ex-gratia, incentive, variable pay etc **shall not be** considered for the employees who tender their resignation and serving the notice period.

**16. Declarations & Information**

This offer of employment is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you is proved to be false or you willfully suppressed any information, this employment is liable to be terminated.

**17. Employee's Non-Disclosure agreement**

You shall execute the Employee's Non-Disclosure Agreement as stipulated by the company at the time of joining duty.

**18. Termination of contract**

Either party can terminate this contract of employment without giving any reasons thereof subject to applicable clauses.

**Employee's Signature**

**19. Period of Notice for termination of contract of employment by the Employee.**

You shall provide in writing minimum 2 weeks (15 calendar days) notice during the probation period or 60 days notice on confirmation to terminate this contract of employment. The Company may at its sole discretion relieve you from such date even before the expiry of the notice period by waiving the remainder of the notice period without any compensation or salary for such remainder of the notice period.

**20. Period of Notice for termination of contract of employment by the company.**

Company shall provide in writing minimum 2 weeks (15 calendar days) notice during the probation period or 60 days notice on confirmation to terminate this contract of employment. However, company reserves the right to pay basic salary in lieu of the notice period and terminate the contract with immediate effect.

**21. Recovery towards shortfall of period of notice.**

You are required to give minimum period of notice in writing as **per Clause No 19**. However, the Company reserves the right to relieve you before the expiry of the notice period on payment or recovery, as the case may be, of proportionate basic salary towards shortfall of period of notice.

**22. Dismissal.**

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

**23. Voluntary Abandonment**

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it is construed that you have voluntarily abandoned the services of the company and your name shall be deleted from the muster rolls thereof.

**24. Surrender of Company assets.**

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company.

**25. Travel**

You will be required to undertake travel on Company's work and you will be paid travel expenses as per the prevailing travel policy in the company.

**26. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation / secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad. This bond is applicable only for associates up to and including Level 7. (This agreement will, inter alia, requires (i) your commitment to complete the Project, and (ii) your returning to India after completion of the Project and serving the Company for a stipulated period).

**27. Contact information**

You will keep the company informed of your postal address, telephone number, fax, email or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

**Employee's Signature**

**28. Jurisdiction**

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

**29. Back Ground Verification**

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous Employment and felony records.

**30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

**31. Retirement**

You shall retire from the services of the Company automatically on attaining the age of 60 years.

**ACCEPTANCE:** I have read and fully understood the above terms and conditions and I accept the same without any reservations.

**Date:**

**Signature**

**Place:**