



SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution
Sector – 10, MVP Colony, Visakhapatnam – 530 017. (A.P.)

alwar das group
free mind through education

List of student's Placements Data.

Academic Year: 2020-21.

SNO	NAME OF THE STUDENT	PROGRAM NAME	ORGANIZATION PLACED IN	CTC/ Anum
1	Vajhaha Sai Priya	B.sc	Valenta	300000
2	Vandana Kumari	M.sc computers	Valenta	450000
3	Divya D.Nookambica	M.sc computers	Valenta	300000
4	Sarangam Prudhvi	BSC	Valenta	300000
5	Kalyan Kumar R	BSC	Valenta	300000
6	B Uma Mahesh	BCA	Valenta	300000
7	Vandana Kumari	M.sc computers	SpeEdlabs	270000
8	Varma Patta	MBA	ICICI	350000
9	Durga Nukambika Divya	MBA	ICICI	350000
10	Neelima Pathrapilli	MBA	ICICI	350000
11	Medapati Chandra reddy	MBA	ICICI	350000
12	Jyothirmayi Sesetti	MBA	ICICI	350000
13	Ravi Teja Mahendravada A	MBA	ICICI	350000
14	Sangeetha Kundala	MBA	ICICI	350000
15	Dalli Sai kumar	BCA	Anu Digital Solutions	1,32,000
16	Dabbiru Tanuja	BSc	Crosera	2,80,000
17	Gummadi Sirisha	Bsc	Dogicraft	2,80,000
18	Ummidi Yashwanth	BCA	Hirotoind	3,50,000
19	Potnuru Manikanta	BSc	Kevinpage	1,32,000
20	Pitta Srinivas	BSc	Smart Innovations	2,80,000



Director & I/C Principal
SAMATA DEGREE COLLEGE
M.V.P. Colony, VISAKHAPATNAM-17

04/29/2021

Vajhala Sai Priya

Flat No.502, Dattasai Residency, North Extension Layout, Near Krishna Mandhir,
Visakhapatnam,
Andhra Pradesh - 530013

Dear Vajhala Sai,

Welcome to **Valenta Accounting KPO Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Sr. Executive Trainee** in the **Paraplanning - CAD** team at **Visakhapatnam**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways - our equal strengths in KPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your professional goals. We look for self-driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program will be for a period of 3 months. During your training period, you will be paid a stipend of **INR ₹ 8,000.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 300,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, Provident Fund, ESI if applicable or Group Medical insurance for 3 Lakhs and Gratuity. You will receive a onetime bonus of **INR.50,000** post completing one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 3 days from the date of offer.

We look forward to you joining us at our **Visakhapatnam** office on **05/03/2021**.

Yours sincerely,



Nishal Purba
Human Resource

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
 - o DOB and Name of Father, Mother, Spouse, Child / Children
 - o Educational details with the passing year
 - o Your past experience details with the exact years and role played
 - o Blood Group
 - o Your Savings Bank Account number
 - o Your PAN Number
 - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

ANNEXURE - 1

TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day.**
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period or probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation

notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

5. Salary and Benefits

- 5.1 Salary cycle is based on a calendar month (First day of the month to last date of the month) and your salary will be credited into your bank account between 15th to 20th of every month.
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- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 5.4 In case you decide to leave during the training period, you will have to forego the stipend amount. Management has the right to terminate your training at any point of time without pay, if found unsuitable.

6. Leave Entitlement Policy

- 6.1 You are advised not to take any type of leaves during the training period as the company has invested lot of money in setting up the training.

- 6.2 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.3 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.4 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.5 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.6 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.7 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.8 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.9 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.

- 6.10 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

7. Termination

- 7.1 Your employment with Valenta is subject to termination on:

This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
- o 1 year up to 2 years of service – 2 months' notice;
- o 2 years of service onwards – 3 months' notice.

- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.

- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or

- 7.4.2 You are guilty of any misconduct whether or not in the performance of your

duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

8. Mode of Communication

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9. Confidentiality

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom

you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated" in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2 In particular, you explicitly consent to:

11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

12. Non - Compete

12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
 - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
 - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
 - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.



096063 34234

info@valentabpo.com
www.valentabpo.com#710, Swarna Complex, 3rd floor,
HMT Layout, Vidyanarayapura,
Bengaluru, Karnataka 560097

15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.
- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.

- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



VALENTA
Accounting KPO Pvt Ltd



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#710, Swarna Complex, 3rd floor,
HMT Layout, Vidyanarayapura,
Bengaluru, Karnataka 560097

Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.

I, **Vajhala Sai Priya** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Visakhapatnam** office on **05/03/2021**.

Signature:

Name:

Date:

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

04/29/2021

Vandana Kumari

Date:, D.no -58-18-85/2, Near NSTL Family Gate,
Visakhapatnam,
Andhra Pradesh - 530027

Dear **Vandana**,

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Based on your interview, you have been selected as a **Sr. Executive Trainee** in the **Paraplanning - US** team at **Visakhapatnam**.

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Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.6 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.7 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.8 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.9 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.

- 6.10 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

7. Termination

- 7.1 Your employment with Valenta is subject to termination on:

This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
- o 1 year up to 2 years of service – 2 months' notice;
- o 2 years of service onwards – 3 months' notice.

- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.

- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or

- 7.4.2 You are guilty of any misconduct whether or not in the performance of your

duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

8. Mode of Communication

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9. Confidentiality

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know – how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom

you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2 In particular, you explicitly consent to:

11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

12. Non - Compete

12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
 - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
 - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
 - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.
- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.



096063 34234



info@valentabpo.com
www.valentabpo.com



#710, Swarna Complex, 3rd floor,
HMT Layout, Vidyanarayapura,
Bengaluru, Karnataka 560097

- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



VALENTA
Accounting KPO Pvt Ltd



096063 34234



info@valentabpo.com
www.valentabpo.com



#710, Swarna Complex, 3rd floor,
HMT Layout, Vidyanarayapura,
Bengaluru, Karnataka 560097

Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.

I, **Vandana Kumari** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above – mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Visakhapatnam** office on **05/03/2021**.

Signature:

Name:

Date:

04/29/2021

Divya D.Nookambica
D/NO:MIG-2/13, Sector 6 ., MVP Colony,
Visakhapatnam,
Andhra Pradesh - 530017

Dear Divya,

Welcome to **Valenta Accounting KPO Pvt. Ltd.!** We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Sr. Executive Trainee** in the **Paraplanning - AU** team at **Visakhapatnam**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in KPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your professional goals. We look for self-driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program will be for a period of 3 months. During your training period, you will be paid a stipend of **INR₹ 8,000.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR₹ 300,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, Provident Fund, ESI if applicable or Group Medical insurance for 3 Lakhs and Gratuity. You will receive a onetime bonus of **INR.50,000** post completing one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 3 days from the date of offer.

We look forward to you joining us at our **Visakhapatnam** office on **05/03/2021**.

Yours sincerely,

Nishal Purba

Nishal Purba
Human Resource

13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
 - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
 - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
 - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

- 6.10 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

7. Termination

- 7.1 Your employment with Valenta is subject to termination on:

This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
- o 1 year up to 2 years of service – 2 months' notice;
- o 2 years of service onwards – 3 months' notice.

- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.

- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or

- 7.4.2 You are guilty of any misconduct whether or not in the performance of your

notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

5. Salary and Benefits

- 5.1 Salary cycle is based on a calendar month (First day of the month to last date of the month) and your salary will be credited into your bank account between 15th to 20th of every month.
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 5.4 In case you decide to leave during the training period, you will have to forego the stipend amount. Management has the right to terminate your training at any point of time without pay, if found unsuitable.

6. Leave Entitlement Policy

- 6.1 You are advised not to take any type of leaves during the training period as the company has invested lot of money in setting up the training.

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
 - o DOB and Name of Father, Mother, Spouse, Child / Children
 - o Educational details with the passing year
 - o Your past experience details with the exact years and role played
 - o Blood Group
 - o Your Savings Bank Account number
 - o Your PAN Number
 - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

04/29/2021

Sarangam Prudhvi

D.no:46-7-55/1, Bhagya vari street, Dondaparthi, Place:,
Visakhapatnam,
Andhra Pradesh - 530016

Dear **Sarangam**,

Welcome to **Valenta Accounting KPO Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Sr. Executive Trainee** in the **Paraplanning - US** team at **Visakhapatnam**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in KPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your professional goals. We look for self-driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program will be for a period of 3 months. During your training period, you will be paid a stipend of **INR₹ 8,000.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR₹ 300,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, Provident Fund, ESI if applicable or Group Medical insurance for 3 Lakhs and Gratuity. You will receive a onetime bonus of **INR.50,000** post completing one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 3 days from the date of offer.

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Yours sincerely,

Nishal Purba

Nishal Purba
Human Resource

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- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
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 - o Educational details with the passing year
 - o Your past experience details with the exact years and role played
 - o Blood Group
 - o Your Savings Bank Account number
 - o Your PAN Number
 - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

ANNEXURE - 1

TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day**.
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period of probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation

notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

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- 5.1 Salary cycle is based on a calendar month (First day of the month to last date of the month) and your salary will be credited into your bank account between 15th to 20th of every month.
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 5.4 In case you decide to leave during the training period, you will have to forego the stipend amount. Management has the right to terminate your training at any point of time without pay, if found unsuitable.

6. Leave Entitlement Policy

- 6.1 You are advised not to take any type of leaves during the training period as the company has invested lot of money in setting up the training.

- 6.2 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.3 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.4 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.5 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.6 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.7 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.8 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.9 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.

- 6.10 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

7. Termination

- 7.1 Your employment with Valenta is subject to termination on:

This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
- o 1 year up to 2 years of service – 2 months' notice;
- o 2 years of service onwards – 3 months' notice.

- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.

- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or

- 7.4.2 You are guilty of any misconduct whether or not in the performance of your

duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

- 7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.
- 7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

8. Mode of Communication

- 8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9. Confidentiality

- 9.1 You agree at all times during the term of your employment and thereafter (without limit of time):
- 9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and
- 9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.
- 9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.
- 9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know – how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom

you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;

11.2 In particular, you explicitly consent to:

11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;

11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

12. Non - Compete

12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
 - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
 - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
 - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.
- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.



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info@valentabpo.com
www.valentabpo.com



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HMT Layout, Vidyanarayapura,
Bengaluru, Karnataka 560097

- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

04/29/2021

Kalyan Kumar Rallapalli VSSS Krishna
Door no -8-26/2, SVMS PLAZA , Block 1, Sriramnagar,
Vizag,
Andhra - 530027

Dear **Kalyan Kumar**,

Welcome to **Valenta Accounting KPO Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Sr. Executive Trainee** in the **Paraplanning - US** team at **Visakhapatnam**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways – our equal strengths in KPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your professional goals. We look for self-driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

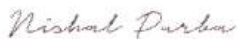
The standard duration of our training program will be for a period of 3 months. During your training period, you will be paid a stipend of **INR ₹ 8,000.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 300,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, Provident Fund, ESI if applicable or Group Medical insurance for 3 Lakhs and Gratuity. You will receive a onetime bonus of **INR.50,000** post completing one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 3 days from the date of offer.

We look forward to you joining us at our **Visakhapatnam** office on **05/03/2021**.

Yours sincerely,



Nishal Purba
Human Resource



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Accounting KPO Pvt Ltd



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info@valentabpo.com
www.valentabpo.com



#710, Swarna Complex, 3rd floor,
HMT Layout, Vidyananyapura,
Bengaluru, Karnataka 560097

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
 - o DOB and Name of Father, Mother, Spouse, Child / Children
 - o Educational details with the passing year
 - o Your past experience details with the exact years and role played
 - o Blood Group
 - o Your Savings Bank Account number
 - o Your PAN Number
 - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

5. Salary and Benefits

- 5.1 Salary cycle is based on a calendar month (First day of the month to last date of the month) and your salary will be credited into your bank account between 15th to 20th of every month.
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 5.4 In case you decide to leave during the training period, you will have to forego the stipend amount. Management has the right to terminate your training at any point of time without pay, if found unsuitable.

6. Leave Entitlement Policy

- 6.1 You are advised not to take any type of leaves during the training period as the company has invested lot of money in setting up the training.



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Bengaluru, Karnataka 560097

- 6.10 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

7. Termination

- 7.1 Your employment with Valenta is subject to termination on:

This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
- o 1 year up to 2 years of service – 2 months' notice;
- o 2 years of service onwards – 3 months' notice.

- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.

- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.

- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or

- 7.4.2 You are guilty of any misconduct whether or not in the performance of your

you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).



13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
 - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
 - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
 - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.



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- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

04/29/2021

Bandaru Uma Mahesh

Dr no:36-89-6,Bapuji Nagar,Reddy Kancharapalem,
Visakhapatnam,
Andhra Pradesh - 530008

Dear **Bandaru Uma**,

Welcome to **Valenta Accounting KPO Pvt. Ltd.**! We are pleased to offer you a career opportunity with **Valenta**.

Based on your interview, you have been selected as a **Sr. Executive Trainee** in the **Paraplanning - AU** team at **Visakhapatnam**.

At Valenta, we believe we have a historic opportunity of building a world class company. We also believe we are unique in several ways - our equal strengths in KPO; being a flat, open and communicative organization; our ethos that encourages, promotes and rewards employment, initiative, flawless executive and leadership. In return, we promise to provide you a platform to grow and fulfil your professional goals. We look for self-driven professionals like you who would partner the future growth of our organization. We are confident that with your skills, competencies and capabilities, you would be a valuable addition to our team.

The standard duration of our training program will be for a period of 3 months. During your training period, you will be paid a stipend of **INR ₹ 8,000.00** per month.

Upon successful completion of your training, you will be hired at level 1 as per our Organizational structure and under probation for 6 months. Your annual CTC will be **INR ₹ 300,000.00** from the commencement of your probation period. As per statutory requirements and Valenta policies, the deductions in your salary will be Professional Tax, Provident Fund, ESI if applicable or Group Medical insurance for 3 Lakhs and Gratuity. You will receive a onetime bonus of **INR.50,000** post completing one year from the date of joining the organisation.

By signing this offer you confirm that you have no other contractual commitments or other legal obligations that would prohibit you from performing your duties to the company. Please endorse your acceptance by duly signing this letter electronically within 3 days from the date of offer.

We look forward to you joining us at our **Visakhapatnam** office on **05/03/2021**.

Yours sincerely,

Nishal Purba

Nishal Purba
Human Resource

Upon your acceptance of this job offer, the below processes follow:

- At the time of joining Valenta, the following original copies of documents and information must be made available to us for verification on your first day in order to complete your on-boarding process:

Sl.no	Documents
1	To Process your Salary – PAN Card copy is mandatory. If you do not have a PAN Card- apply for it online using the said URL https://tin.tin.nsdl.com/pan/index.html .
2	Age Proof Certificate – Birth Certificate/ (School Certificates if ICSE / SSLC / CBSE)
3	Academic Certificates (Including additional certifications/courses) supporting your education qualifications along with mark sheets*
4	Your latest salary slips or salary certificate*
5	Experience Proof – Relieving letter from previous employers (if previously employed)*. The relieving letter or resignation acceptance need to be submitted in original
6	Copy of Photo ID Proof (Passport, Driver's License, Voter ID, PAN Card)
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable Income with break up) till the last date of your employment with them along with PAN number if available.
8	1 Passport Size Photographs
10	Copy of your updated resume
11	Joining Kit Duly filled in by you

- Original copies of the required documents need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- It is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is recommended that all Valenta employees possess a valid passport. Otherwise, please apply for one. You are expected to have a valid passport within 60 days from the time you join Valenta.
- Apart from this, we would like to have the following information ready with you to be used during your joining formalities:
 - o DOB and Name of Father, Mother, Spouse, Child / Children
 - o Educational details with the passing year
 - o Your past experience details with the exact years and role played
 - o Blood Group
 - o Your Savings Bank Account number
 - o Your PAN Number
 - o Passport Number, Place of Issue, Date of Issue, Validity: From and to Date.

ANNEXURE - 1

TERMS OF EMPLOYMENT

Your employment at Valenta will be governed by the Valenta's policies as modified from time to time. Copy of the present policy will be made available to you upon joining.

In particular, and without prejudice, to the following statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

1. Hours of Work

- 1.1 A working day shall comprise of **nine working hours in a day**.
- 1.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.
- 1.3 You may be required to do overtime from time to time as determined by the management.

2. Place of Employment

- 2.1 During your employment with Valenta, you will be liable to be transferred or deputed to any of the offices, departments within Valenta or its Associate Subsidiaries or Group of Companies, whether in India or Overseas.
- 2.2 In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with Valenta policies prevalent at that time.

3. Probation

- 1.1 You will be on probation for a period of **6 months** with effect from joining date. In the event of you not being able to attain the standards required for confirmation of your services, this period of probation may be extended by the Management. The probation cannot be extended for more than 1 year. Upon completion of the probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation

notification via email at the end of the probationary period, you will continue to be on probation till you receive the confirmation notification from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof.

4. Travel

- 4.1 You may be required to travel, whether in India or Overseas, on official work purpose on short notice.
- 4.2 In the event that you traveled abroad in the course of employment and within 12 months of such travel submit your resignation, you will be bound to reimburse the Company for all the expenses incurred for and during the travel.

5. Salary and Benefits

- 5.1 Salary cycle is based on a calendar month (First day of the month to last date of the month) and your salary will be credited into your bank account between 15th to 20th of every month.
- 5.2 Appraisal reviews will be conducted twice a year in June & December. Salary increments will be reviewed once a year in December post completion of one year in the organization. Provision of increments are subjected to satisfactory appraisal reviews as well as the financial performance of the Company in the given year.
- 5.3 You acknowledge that it is Valenta policy to review the salary payable to its employees for successive financial years and such reviewed salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.
- 5.4 In case you decide to leave during the training period, you will have to forego the stipend amount. Management has the right to terminate your training at any point of time without pay, if found unsuitable.

6. Leave Entitlement Policy

- 6.1 You are advised not to take any type of leaves during the training period as the company has invested lot of money in setting up the training.

- 6.2 A list of public holidays is published in the beginning of the year and displayed in the office. The foresaid list has also been made available on Zoho People. Any additional Public Holidays will be declared at management's sole discretion.
- 6.3 Should you be absent on account of illness, you must immediately notify your reporting manager at least one hour prior to your start time. You are required to produce a medical certificate upon returning to work. If you are sick for 2 consecutive days, you are required to produce a medical certificate upon returning to work. Please attach a doctor's certification while applying for sick leave in Zoho People.
- 6.4 The Company is not liable to bear any personal medical cost / claims of the employees.
- 6.5 You will be entitled to 12 days of sick leave in a calendar year. Sick leaves cannot be encashed or carried forward.
Trainees are not entitled to sick leaves during their training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.6 If you work a full day on a public holiday or weekend, you can request for Compensatory leave in Zoho People. Upon approval, you will see a credit which can be utilized during the calendar year.
- 6.7 You will be entitled to 18 days of Annual Leave in a calendar year. Leave entitlement will be auto calculated in Zoho People and will be allocated for each quarter in advance. For example, for the January quarter, leaves for the quarter will be made available on the 1st of January.
Trainees are not entitled to annual leaves during training period. Any leaves taken by trainees during the training period will be considered as a Loss of Pay.
- 6.8 Annual Leave must be applied to the management 30 days in advance. Advance and Emergency Leave will only be granted at the management's discretion. No Annual Leave is allowed in the first 3 months of employment. Any absence from work during this period will be treated as loss of pay.
- 6.9 Leaves need to be utilized every six months. i.e. January to June leaves, should be used within this period. There will be no carry forward. For Christmas/New Year, you can utilize leaves on either side of the year and hence carry forward will not be required. All unutilized annual leaves can be encashed at the end of each year.

- 6.10 This contract shall be deemed to have been broken by you if you are absent from work for more than two consecutive working days without informing the management prior to your absence.

7. Termination

- 7.1 Your employment with Valenta is subject to termination on:

This employment can be terminated by either party by giving THIRTY (30) DAYS prior notice in writing or THIRTY (30) DAYS pay in lieu of such notice. However, your services are liable to be terminated by the Management at any time during your probationary period, including the extended period of probation, if any, without any notice, without any payment or compensation in lieu of notice, and without assigning any reason thereof as mentioned in clause 3.1.

For every year of service rendered, 1-month notice will have to be provided subject to a maximum of 3 months (unless otherwise mutually agreed) as shown below:

- o Upon confirmation up to 1 year of service – 1-month notice;
- o 1 year up to 2 years of service – 2 months' notice;
- o 2 years of service onwards – 3 months' notice.

- 7.2 Valenta reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
- 7.3 For abundant caution, it is hereby clarified that you cannot waive the notice period requirement. In the event that you wish to terminate your employment with Valenta, and that your termination/ resignation letter will be accepted by Valenta on your satisfying the mandatory notice period as per Valenta policies. Further, till such time as Valenta accepts your resignation letter, you will be deemed to be an employee of Valenta and the terms and conditions of your employment will still continue to bind you.
- 7.4 Valenta shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

- 7.4.1 You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with Valenta policies and code of conduct; or

- 7.4.2 You are guilty of any misconduct whether or not in the performance of your



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HMT Layout, Vidyanarayapura,
Bengaluru, Karnataka 560097

duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of Valenta is likely to bring Valenta any disrepute, whether or not such act is directly related to the affairs of Valenta; or

7.4.3 You commit any breach of any of your duties or obligations under this agreement of the policies of Valenta.

7.4.4 There is a discrepancy in the copies of the documents/ certificates given by you as a proof of support of the information provided by you. In the event of termination, you shall not be entitled to any benefits whatsoever.

8. Mode of Communication

8.1 For any service of notice of communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

9. Confidentiality

9.1 You agree at all times during the term of your employment and thereafter (without limit of time):

9.1.1 To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of Valenta, and

9.1.2 Not to disclose or divulge the Confidential Information to any person or entity without written authorization of Valenta.

9.2 You agree to return to Valenta all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Valenta.

9.3 "Confidential Information" means any of Valenta proprietary or confidential information, technical data, trade secrets or know - how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of Valenta with whom

you become acquainted), markets, software developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filled by Valenta in any country or jurisdiction (until the same is generally available to the public), and any other business information of Valenta including business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, and information which is common to the business of Valenta or which is generally known outside Valenta.

- 9.4 You understand that retaining the confidential nature of the confidential information is of utmost importance to the business Valenta and in addition to the terms of stipulated in this agreement herein you agree to execute a Non-Disclosure Agreement with Valenta.

10. Intellectual Property

- 10.1 You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/ or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with other and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with Valenta shall belong to Valenta absolutely.
- 10.2 You agree, at Valenta expense, to provide, during and after this employment, all such assistance as Valenta reasonably considers necessary, to secure the vesting of such rights in Valenta or Terms of Employment Valenta its nominees (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957).

11. Data Privacy Compliance Policy You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 11.1 You consent to the processing of your personal data in accordance with Valenta data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 11.2 In particular, you explicitly consent to:
 - 11.2.1 The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
 - 11.2.2 The transfer worldwide of personal data held about you by Valenta to other employees and offices of Valenta worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 11.3 The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to Valenta by you on their behalf. The references to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial and ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Valenta policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

12. Non - Compete

- 12.1 You undertake and agree to maintain client exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product / services and/ or conduct any business, that directly competes with the kind of product/ services that is offered by Valenta to such client, either directly or indirectly with any of "Valenta's", client or any third party exposed to you,. In case you violate this provision, a minimum amount of INR 1,750,000 shall be payable by you to Valenta as damages.

13. Non-Solicitation of Employees and Clients

- 13.1 You agree that during the period of your employment with Valenta, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of Valenta, you will not, either directly or indirectly:
- 13.1.1 Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of Valenta; or
 - 13.1.2 Adversely affect the business prospects of Valenta by soliciting, diverting, taking away, hiring, or recruiting, or attempting to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom you had dealings as an employee of the Valenta for any purpose related in any manner to the business of Valenta.
 - 13.1.3 You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of Valenta present business and the duties of your employment.
 - 13.1.4 You agree to not make any contact with the client(s) outside the regular course of business, this includes, any contact via social media or through personal email.

14. Warranty

- 14.1 You warrant that your joining Valenta will not violate any agreement to which you are or have been a party to.
- 14.2 You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with Valenta.
- 14.3 You warrant that you will comply with all Valenta applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Valenta.
- 14.4 You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

15. Indemnification

- 15.1 You agree to indemnify Valenta for any losses or damages sustained by Valenta caused by or related to your breach of any of the provisions contained in this Terms of Employment.

16. Retirement

- 16.1 Your age of retirement from the service will be on completion of 60 years.

17. Professional Relationship

- 1.2 All contact between you and Valenta and its associates' clients will be through official email and other means via an approved professional login (i.e. Skype with a user name of name.valenta etc). You shall maintain a professional working relationship with Valenta and its associates' clients and shall not contact them outside the specified working hours.
- 1.3 You are prohibited from connecting or interacting with any of Valenta and its associates' clients on social media.
- 1.4 You are prohibited from discussing matters which are non-work related during and after the specified working hours.

18. General

- 18.1 The employer and employee agree to use their best efforts to settle any dispute arising from the interpretation or performance of this Agreement through negotiations for a period of at least 3 months. This agreement contains the entire agreement between the employee and Valenta, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and/ or non-disclosure.
- 18.2 This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore.
- 18.3 This agreement shall remain current and in force, irrespective of whether you are under employment of Valenta or not.



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Accounting KPO Pvt Ltd



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Bengaluru, Karnataka 560097

- 18.4 Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.



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Bengaluru, Karnataka 560097

Acknowledgement and Acceptance of Appointment by Valenta BPO Solutions Pvt. Ltd.

I, **Bandaru Uma Mahesh** have read and understood the above terms and conditions governing my employment with the company and hereby accept the above - mentioned appointment in totality.

I confirm my acceptance of the offer and shall report to the **Visakhapatnam** office on **05/03/2021**.

Signature:

Name:

Date:



TEEVRA EDUTECH PVT.LTD.
106, LAKE HOMES, SHOPPING
COMPLEX, CHANDIVALI,
MUMBAI- 400072
CONTACT: 022-41203067
Email-Info@SpeedLabs.in /
hr@SpeedLabs.in

Date: 29/04/2021

OFFER LETTER

Dear Vandana Kumari,
Vishakapatnam, Andhra Pradesh

Congratulations! You have been selected.

We are delighted to offer you the position of **Business Development Associate** with SpeEdLabs at Teevra Edutech Pvt Ltd (the "Company" or the "Organization"). SpeEdLabs is a technology-based education Company, aiming to deliver personalized learning to everyone, by leveraging innovation and technology. As a part of SpeEdLabs Team, you will become part of a fast-paced and dedicated team that works together to deliver the highest levels of output.

The following points outline the terms and conditions we are proposing, if you agree to them please return a signed copy of this to HR to avail next steps and your start date.

Job Title	Business Development Associate
Department	Sales and Business Development
Job Description	New Business Development - B2B
Compensation	Total: CTC Rs 4.5 LPA Fixed: Rs 2.7 LPA- (Rs.22500/- per month) Variable: Rs 1.8 LPA - (Target based incentives)
Date of Joining	7 th June 2021
Location	Vishakapatnam, Andhra Pradesh
Department Lead	Mr. Rajesh Jha

*Cost-to-Company: Details in Exhibit A

The Company is excited about your joining and looks forward to a beneficial and productive relationship. Nevertheless, you should be aware that you will be on 3 months' probation period. The company also provides a career roadmap after 3 months for the best of you by confirming you as full-time employee depending upon your performance and manager's feedback, depending on the requirements.



TEEVRA EDUTECH PVT.LTD.
106, LAKE HOMES, SHOPPING
COMPLEX, CHANDIVALI,
MUMBAI- 400072
CONTACT: 022-41203067
Email-Info@SpeedLabs.in /
hr@SpeedLabs.in

SALARY AND INCENTIVES:

- This job entitles a strong target-based approach, strong follow up and coordination with various clients, Stakeholders. We follow approach of weekly, monthly, quarterly deadlines.
- Performance linked Incentives will be issued on the basis of revenue generated over and above the allocated target.

PAYROLL:

- Payroll runs from 1st to 30th of every month.
- The monthly remuneration is paid out between 5th & 7th date of the next month
- For being eligible for the incentives, you should not be under notice period as on the 25th date of the next month. Incentives will be paid on a monthly basis on the 25th date of the next month.

LEAVE POLICY AND TERMINATION:

- The Company has 15 Annual Public holidays, a list of declared holidays will be notified in the beginning of each year. You will receive the public holidays during your induction process.
- During the first 7 days, the consultant engagement can be terminated with immediate effect if your manager reports the non-serious efforts and reporting from your side, since it is work from home arrangement, we expect seriousness towards reporting as advised by your seniors and laid guidelines of the company. Non-Adherence may result in strict action including termination of employment.
- The Company also reserves the right to terminate any associate on an immediate basis if there is any misbehavior, cheating, integrity or disciplinary issue.
- This is 3 months' Probation period, and after your completion of 3 months, we will review to include you as a Full-time employee in the company.
- In the event of the Company terminating the employment, the Company would give you 15 days' notice in writing. However, during the probationary period, the employment can be terminated by the Company by giving you 1 week notice in writing
- You can resign with or without reason by giving minimum 15 days' notice to the Company. The Company can waive your notice depending upon case to case basis.



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hr@SpeedLabs.in

We expect your commitment to deliver outstanding quality and results that exceed expectations. In addition, we expect your personal accountability in all the actions that you do as a representative of the Company. We are confident you will find this new opportunity both challenging and rewarding.

Please share acceptance by signing in the below box and submitting back this letter by email to hr@speedlabs.in and avail a joining date.

Signature: _____

Name: _____ Place: _____

Date: _____

Yours faithfully,
Manager - Human Resources
Teevra Edutech Pvt Ltd





TEEVRA EDUTECH PVT.LTD.
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Exhibit A

Salary Break up

COMPONENT	AMOUNT MONTHLY	AMOUNT YEARLY
BASIC	11,500	1,38,000
HRA	5,750	69,000
CONVEYANCE	3,870	46,440
PF	1,380	16,560
TOTAL CTC	22,500	2,70,000

12-Mar-2021

VARMA PATTA

Dear VARMA,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in CORPORATE EMP SOLUTIONS GROUP at VISAKHAPATNAM - HSL_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

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PRIVATE AND CONFIDENTIAL

Reference No. - 1384044910
Applicant ID - 4310263

13-Mar-2021

Durga Nookambica Divya

Dear Durga,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at HYDERABAD - KHAIRATABAD_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Old Padra Road,
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1384044862

Applicant ID - 4310518

13-Mar-2021

NEELIMA PATHRAPILLI

Dear NEELIMA,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at HYDERABAD - JUBILEE HILLS_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384053762

Applicant ID - 4310214

12-Mar-2021

MedapatiChandra Reddy

Dear MedapatiChandra,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in PERSONAL LOANS at HYDERABAD - PL & CARDS HUB BEG.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384050130

Applicant ID - 4310316

12-Mar-2021

Jyothirmai Sesetty

Dear Jyothirmai,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in ETRG at HYDERABAD - GACHIBOWLI_RO.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384056617

Applicant ID - 4317017

13-Mar-2021

Raviteja Mahendravada A Venkata

Dear Raviteja,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047366

Applicant ID - 4310283

14-Mar-2021

SANGEETHA KUNDALA

Dear SANGEETHA,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at HYDERABAD-DIVYA SHREE BLDG NO.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 15-Mar-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road.

26/06/2020

SI/HYD/Dec/2020

Pitta Srinivas

Samata Degree College

Sector-x,

M.V.P Colony,

Visakhapatnam ,

Andhra Pradesh.

Dear PITTA SRINIVAS

Congratulations! we are pleased to confirm that you have been selected to work for Smart Innovations Pvt.Ltd. we are delighted to make you the following job offer:

The position we are offering you is that of **Electronic Engineer** with an annual cost to company of **Rs. 2,80,000/-**. This position reports to HR Manager **Preethi.S**

We would like you to start work on 30/06/2020. Please report to **Preethi.S** for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may require to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 05/07/2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Smart Innovations Pvt.Ltd and look forward to working with you.



Sincerely.

Preethi.S

Smart Innovations Pvt.Ltd

16-77, 1 st floor, Opp SBI Bank, Sai baba Temple Lane,
Dilsukhnagar, Hyderabad-500060.

Email: smart.hyd4@gmail.com

Tel: 040-48590077, +91 8790520044



08/05/2020

Dalli SaiKumar
Samata Degree College

Sector-x,
M.V.P Colony,
Visakhapatnam,
Andhra Pradesh.

Dear Candidate **Dalli Sai Kumar**

I am very pleased to offer you a position of **Digital Marketing Executive** at **Anu Digital Solutions**.

This is a full -time position of 40 hours a week. Your initial annual salary will be Rs.11000/-.

As a full-time employee, you are also entitled to the standard company benefits package. The principal features of the employment offer and the benefits are outlined in the enclosure. Please plan to begin work on 18/05/2020.

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me

Sincerely,

Ms. Shwetha. K
Mechanical Engineer.

Anu Digital Solutions



+91-9985548055



www.anudigital.com
info@anudigital.com



Hyderabad, Telangana

Date: 10th June ,2020

Dabbiru Tanuja
Samata Degree College
Sector-x,
M.V.P Colony,
Visakhapatnam ,
Andhra Pradesh.

Subject: Letter of Offer

Hirotoind Technologies is pleased to inform you that your application has been successful, and we offer you the position of **Business Development Manager(BDM)**. This is a fulltime salaried position, based at S Innovations Hyderabad. Hirotoind Technologies offers its employees challenging projects and exciting career opportunities in an open and professional environment

Please respond positively to this Letter of Offer as token of your acceptance no later than **5pm** on **12th June,2020**, by returning the signed duplicate copy of this letter to:

Human Resources Department,

Joining Details

1. Date of joining is **20th June,2020** please notify if you require an alternate date. Failure to join by the designated date voids this Offer.
2. The position is located at the company's Development Centre at Chaitanyapuri, Hyderabad-500060, Telangana, India. However, the Management at its discretion may transfer you to any of its offices in India.
3. S Innovations offers a compensation package of **Rs. 3,50,000 (Three Lakh Fifty Thousand Rupees Only)**, inclusive of all benefits including conveyance and relocation. Income tax and other statutory levies shall be deducted from your compensation as applicable. In addition, you shall be entitled to all the perquisites and benefits as per the rules of the company framed from time to time.

We welcome you to **Hirotoind Technologies**, and look forward to a long and mutually beneficial association



Thanking You,

M. Bhanu
HR Manager
Hirotoind Technologies.

I accept the terms and conditions of employment set out in this document.

+91-9985548055

info@hirotoind.com
hirotoind@gmail.com

www.hirotoind.com

16-11-781/40/7, 3rd Floor, Moosarambagh,
Hyderabad, 500036.



25/09/2020

Gummadi Sirisha

Samata Degree College

Sector-x,

M.V.P Colony,

Visakhapatnam ,

Andhra Pradesh.

Dear Candidate GUMMADI SIRISHA

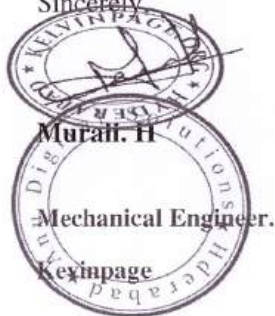
I am very pleased to offer you a position of **Jr. SEO Executive** at **Kevinpage**.

This is a full -time position of 40 hours a week. Your initial annual salary will be Rs.11000/-.

As a full-time employee, you are also entitled to the standard company benefits package. The principal features of the employment offer and the benefits are outlined in the enclosure. Please plan to begin work on 04/10/2020.

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me

Sincerely,



3-1/10, Hitech City,
Hyderabad, Telangana, INDIA, 500028



www.kevinpage.org



Info@kevinpage.org



040-35652763

10/08/2020



Ummidi Yashwanth

Samata Degree College

Sector-x,

M.V.P Colony,

Visakhapatnam,

Andhra Pradesh

Dear Candidate **Ummidi Yashwanth**

I am very pleased to offer you a position of **Marketing Executive** at **Crosera**.

This is a full-time position of 40 hours a week. Your initial annual salary will be Rs.2.8LPA.

As a full-time employee, you are also entitled to the standard company benefits package. The principal features of the employment offer and the benefits are outlined in the enclosure. Please plan to begin work on 26/8/2020.

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me

Sincerely,



Sagarika . R

Mechanical Engineer.

☎ 9030208255

✉ Info@crosera.Com

📍 Mumbai Hwy, Mothilal Nagar,
Sanjeevaya Nagar, SR.Nagar
Hyderabad, Telangana 500038



12/12/2020

SI/HYD/Dec/2020

Potnuru Manikanta

Samata Degree College

Sector-x,

M.V.P Colony,

Visakhapatnam,

Andhra Pradesh.

Dear Potnuru Manikanta

Congratulations! we are pleased to confirm that you have been selected to work for Dogicraft. we are delighted to make you the following job offer:

The position we are offering you is that of **Junior HR** with an annual cost to company of **Rs. 2,80,000/-**. This position reports to HR Manager **Ramesh.M.**

We would like you to start work on 16/12/2020. Please report to **Ramesh.M** for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may require to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 22/12/2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Dogicraft and look forward to working with you.



Sincerely.

Ramesh. M

Dogicraft



040-48590077
Mobile Phone



Info@dogicraft.Com
Email Address



Mayfair Garden, 502, Road No. 12, Shangrilla plaza,
Banjara Hills, Hyderabad, Telangana 500034



SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution

Sector – 10, MVP Colony, Visakhapatnam – 530 017. (A.P.)

alwar das group
freedom through education

List of Students Progressed to Higher Education.

Academic Year: 2020-21.

SNO	NAME OF THE STUDENT	PROGRAM GRADUATED FROM	NAME OF THE PROGRAM ADMITTED TO	NAME OF THE COLLEGE
1	M.Pravillika	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
2	Gtulasi	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
3	TSSDurga Bhavani	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
4	Kboby	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
5	Pkishore	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
6	R Raghu	B.ScMPC	M.sc Maths	NagarjunaUniversity
7	Aterissa	B.ScBNC	M.ScFood&Nutrition	AndhraUniversity
8	Jjayasree	B.ScBNC	M.ScFood&Nutrition	AndhraUniversity
9	Kswetha	B.ScBNC	M.ScFood&Nutrition	AndhraUniversity
10	Sameeksha	B.ScBNC	M.ScFood&Nutrition	AndhraUniversity
11	Kalyan	B.ScBNC	M.ScFood&Nutrition	Pondicherry University
12	V Geethika	B.ScBNC	M.ScFood&Nutrition	Padmasree University
13	Sathya	B.ScBNC	M.ScFood&Nutrition	St.TerissaCollege
14	Rishitha	B.ScBNC	M.scBioChem	AndhraUniversity
15	Bpreethi	B.ScBNC	M.ScFood&Nutrition	AndhraUniversity
16	Talhawahadat	B.ScBNC	M.ScFood&Nutrition	AndhraUniversity
17	NazmaBHAnnu	B.ScMPC	M.sc Physics	AndhraUniversity
18	TejaSahithi	B.ScMPC	M.sc Physics	CRReddyCollege
19	NDivyaJyothi	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
20	Rsandya	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity



SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution

Sector – 10, MVP Colony, Visakhapatnam – 530 017. (A.P.)

alwar das group
free mind through education

21	BKeerthana	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
22	ChSiresha	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
23	YKishore Reddy	B.ScBNC	M.ScFood&Nutrition	NagarjunaUniversity
24	V mounica	B.ScBNC	M.scFood&Nut	AndhraUniversity



Director & I/C Principal

DIRECTOR
SAMATA DEGREE COLLEGE
M.V.P. Colony, VISAKHAPATNAM-17



ACHARYA



NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

UNIVERSITY COLLEGE OF SCIENCES



MARKAPUDI PRAVALLIKA

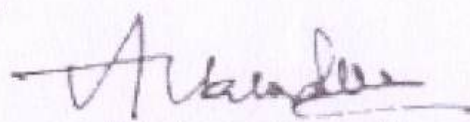
DOB : 12-06-1998

Course : M.Sc.

Regd No. : Y22FN20017

B.Group : B+Ve

AAdher No : 5976 9964 3863


Principal

DEPT.OF FOOD SCIENCE, NUTRITION & DIETETICS

**Res: D/o M. DevaDasu, # 32-13-53/136, Mazid Road,
Sunnapuubattila centre, Vijayawada-10**



ACHARYA



NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

UNIVERSITY COLLEGE OF SCIENCES



TULASI GURAJAPU

DOB : 24-11-2000

Course : M.Sc.

Regd No. : Y22FN20026

B.Group : B+Ve

AAdher No : 3017 2309 0913

Principal

DEPT.OF FOOD SCIENCE, NUTRITION & DIETETICS

Res:# 13-136 ,Arilova, Kranthi Nagar, Vishakapatnam.Pin-530040



ACHARYA



NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

UNIVERSITY COLLEGE OF SCIENCES



T.S.S. DURGA BHAVANI

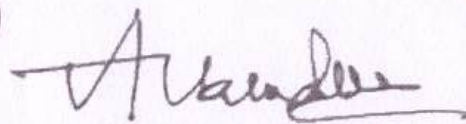
DOB : 02-10-2000

Course : M.Sc.

Regd No. : Y22FN20020

B.Group : O+Ve

AAdher No : 8326 6187 4792


Principal

DEPT.OF FOOD SCIENCE, NUTRITION & DIETETICS

**Res: D/o T. Prakash D.no:-11-46, Pampana subbarao road no:-2 ,
Beside bhaskar school, Indrapalem, Kakinada**



ACHARYA



NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

UNIVERSITY COLLEGE OF SCIENCES



K. BOBBY

DOB : 07-08-2001

Course : M.Sc.

Regd No. : Y22FN20004

B.Group : B-Ve

Aadhar No : 9862 3062 9050

Principal

DEPT.OF FOOD SCIENCE, NUTRITION & DIETETICS

Res: # 6-601,devudu colony,Kakinada district , Pin no.533016



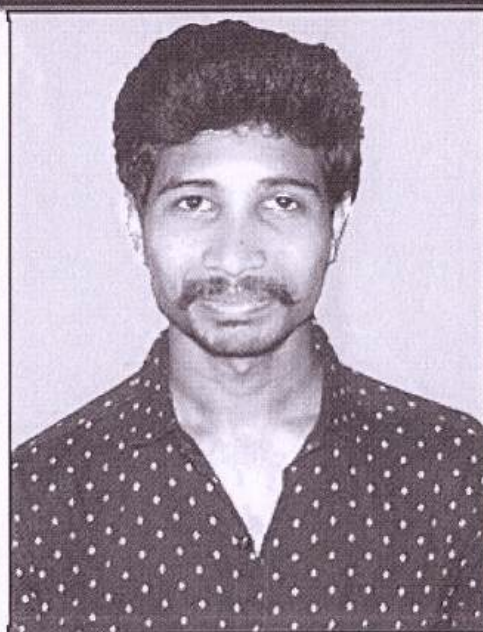
ACHARYA



NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

UNIVERSITY COLLEGE OF SCIENCES



P.KISHORE

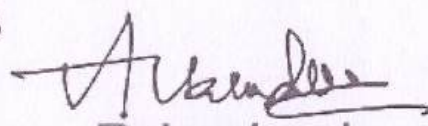
DOB : 05-08-1999

Course : M.Sc.

Regd No. : Y22FN20028

B.Group : A+Ve

Aadhar No : 2797 8663 6586


Principal.

DEPT.OF FOOD SCIENCE, NUTRITION & DIETETICS

Res: # 5-60, Ballipadu, West Godavari, 534134.



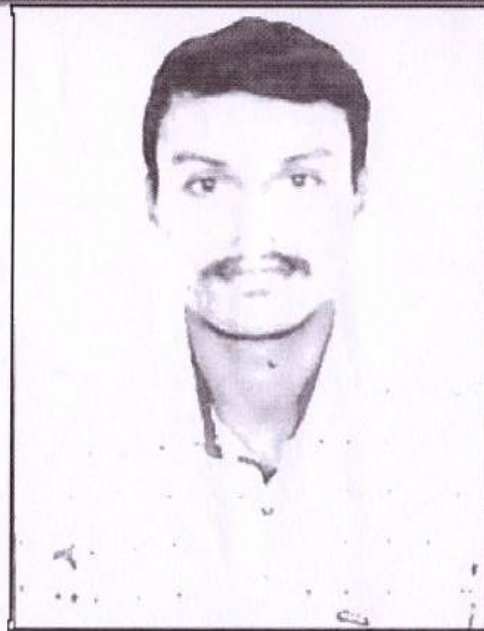
ACHARYA



NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

UNIVERSITY COLLEGE OF SCIENCES



RONGALI RAGHU

DOB : 24-07-2000

Course : M.Sc.

Regd No. : Y22MA20039

B.Group : A+Ve

Aadhar No : 4311 2934 1630

Principal

Dept. of MATHEMATICS

Res: Rongali Naidu Palem, (Vil & Post), K.Kotapadu(M), Visakhapatnam
Pin -531034, Cell: 9490759074.

2019-20
HE



YASWANTH SHORE REDDY

DOB: 28-01-2000

Course: M.Sc.

Regd No: Y37N20018

B Group: O+ve

Address: 3058 5509-033 P. N. C. D. S.

Signature of the Candidate



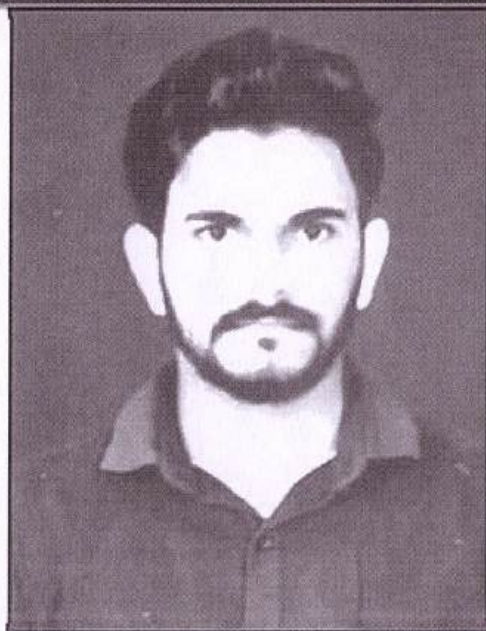
ACHARYA



NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

UNIVERSITY COLLEGE OF SCIENCES



YAKKANTI KISHORE REDDY

DOB : 06-01- 2000

Course : M.Sc.

Regd No. : Y23FN20018

B.Group : O+Ve

AAdher No : 7026 5309 0333

K. Gangamma
Principal

DEPT.OF FOOD SCIENCE, NUTRITION & DIETETICS