

PES Institute of Advanced Management Studies

Placement Report-2015-16

PESIAMS Placement cell has made a remarkable achievement in placing the students in this academic year. 6 pool campus drives were conducted by the college during this academic year. Total 6 companies visited for recruiting exclusively BCA students. Major IT giants like **Wipro, Tech Mahindra, Accenture, INFOSYS, VEE Technologies and QSpiders** recruited BCA students for technical requirements. 34 out of 54 BCA students were placed by different companies.



RECRUITMENT STATUS 2016 – BCA

SL NO	COMPANY NAME	BCA
1	Accenture	05
2	Infosys	01
3	QSpiders	04
4	Tech Mahindra	02
5	Wipro Technologies	17
6	VEE Technologies	05
Total Offers		34

Wipro

Sl. No	Student Names
1	AISHWARYA P.C
2	BHAGYASHREE B.S
3	CHAITHRA H.V
4	DEEPALI N.R
5	MADHURI S NADIG
6	MAHESHWARI D
7	MAHIN RIYAZ
8	RASHMI M.A
9	DARSHAN S

10	SHANKAR K.S
11	SHWETHA DIWANJI
12	SPOORTHI NARAYAN
13	SURESH S
14	TEJASWINI B.G
15	VARSHITHA N
16	VISHWAS RAIKER
17	YAMUNA R



Principal
Principal

Campus - Letter Of Intent

October 19, 2015

Dear Aishwarya Pc,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be Project Engineer, belonging to career band TRB.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

a. The salary stack for Project Engineer is as given below:

Component	Amount(INR)
Basic	4,550
HRA	2,300
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	1,608
Total Fixed Cash	10,958
PF (12% of Basic)	550
Gratuity (5.31% of Basic)	242
Total Fixed Compensation	11,750
Health benefit (Medical)	600
Target QPLC (5% of CTC)	650
Target Cost to Company per month	13,000
Total Cost to Company per annum	156,000

b.

c. Over and above these components, depending on your performance

during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

Performance Category	Monthly Gross	Additional Allowance	Total Monthly Gross	Total Annual Gross
Performance Category - 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category - 2	13,000.00	1,000.00	14,000.00	168,000.00
Performance Category - 3	13,000.00	-	13,000.00	156,000.00

d.

e. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:

- a. Onetime Interest free loan of Rs. 20,000 towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of Rs. 50,000 towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance Rs. 15,000 per annum or one month's basic whichever is higher
- d. Medical Insurance Coverage up to Rs. 2 lacs per annum.

Kindly note that the above terms are subject to change at our discretion. A detailed appointment letter with the terms and conditions of employment will be issued to you upon successful audit clearance.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For Wipro Limited,

Rajeev Kumar

Global Head - Campus Hiring

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February 11, 2016

Welcome to WASE

Wipro Academy of Software Excellence
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bangalore - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Bhagyashree Bs
D/O. Sri Nagesh B.S, Nmc 1st Cross, Right Side,
Behind Vinayaka Talkies, Old Town, Bhadravathi.
Bhadravathi - 577301
Karnataka

Dear Bhagyashree Bs,

Sub: Enrolment letter to WASE as Student - Computer Applications

Welcome to Wipro Technologies!

With reference to your application with Wipro Technologies, it is our pleasure to enroll you as a Student - Computer Applications with the Wipro Academy of Software Excellence ("WASE" or "the Academy")

The duration of this academic study would be 48 months. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WASE and have an enriching experience being a part of Wipro.

Please read through the terms and conditions mentioned in the Annexures.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For Wipro Limited,

Rajeev Kumar
Global Head - Campus Hiring

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

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Ref No: 5668176

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore - 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. I32102KA1945PLC020800



APPOINTMENT LETTER

March 7, 2016

Ms. Chaithra Hv

D/O Varthesh ,Harathalu Post,
Shimoga
Hosanagara-577412
Karnataka

Dear **Chaithra Hv**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No: 5663647

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Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.
- f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).



- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

6. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

7. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear your backlog papers, and/or
 - ii. a. For Graduates: You are not being able to maintain minimum aggregate marks of 60% in your graduation.



9. Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 24 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 21 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 24 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/__

Signature.....



ANNEXURE I

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Under this Policy:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.



- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

Name:

Date: __/__/____

Signature:.....



PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/__

Signature.....



ANNEXURE III

SALARY OFFER SHEET

Name : Chaithra Hv

Position : Project Engineer

Career Group: TRB

- a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.11,500/-** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	4,900
HRA	2,500
Commutation Allowance	1,600
Bonus	1,400
Wipro Benefits Plan (WBP)	1,449
Additional allowance	-
Total Fixed Cash	11,849
PF (12% of Basic)	590
Gratuity (5.31% of Basic)	261
Total Fixed Compensation	12,700
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target QPLC (5% of CTC)	700
Target Cost to Company per month	14,000
Total Cost to Company per annum	168,000

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category (Top 30%)- 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category (Remaining 70%) - 2	13,000.00	1,000.00	14,000.00	168,000.00

In the event the employee is part of on the job training and is put directly in project work the additional allowance will be taken equal to 1000/- once the stipend period is over.

- c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000/-** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000/-** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of **Rs. 15,000/-** per annum.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: __/__/____

Signature:.....



ANNEXURE - IV

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the abovementioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joiner the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement .

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.



SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (“WBP”) is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000/- per annum.
- b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000/- per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000/-** per annum for nuclear family towards hospitalization.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.



Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 400/- per day for 8 days (total amount of Rs. 3,200/-) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200/- per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000/- per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000/- In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through MyWipro -> People Practices ->India > My Financials -> Medical

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000/- per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000/- per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000/- every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



MEDICAL CHECKUP

Date: **March 7, 2016**

Reference Number: **5663647**

Dear **Chaithra Hv,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

For **Wipro Limited,**

A handwritten signature in black ink, appearing to read "Rajeev Kumar", written over a horizontal line.

Rajeev Kumar

Global Head - Campus Hiring



Fwd: Letter of Intent - S Darshan - Ref. No.: 5666294

1 message

Darshan s gowda <darshansuresha@gmail.com>
To: pesiams@gmail.com

12 February 2017 at 22:02

----- Forwarded message -----

From: <manager.campus@wipro.com>

Date: 15-Oct-2015 7:11 PM

Subject: Letter of Intent - S Darshan - Ref. No.: 5666294

To: <darshansuresha@gmail.com>

Cc:

Campus - Letter Of Intent

October 15, 2015

Dear S Darshan,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be Project Engineer, belonging to career band TRB.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

a. The salary stack for Project Engineer is as given below:

Component	Amount(INR)
Basic	4,550
HRA	2,300
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	1,608
Total Fixed Cash	10,958
PF (12% of Basic)	550
Gratuity (5.31% of Basic)	242
Total Fixed Compensation	11,750
Health benefit (Medical)	600
Target QPLC (5% of CTC)	650
Target Cost to Company per month	13,000
Total Cost to Company per annum	156,000

b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

Performance Category	Monthly Gross	Additional Allowance	Total Monthly Gross	Total Annual Gross
Performance Category - 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category - 2	13,000.00	1,000.00	14,000.00	168,000.00
Performance Category - 3	13,000.00	-	13,000.00	156,000.00

- c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:
- Onetime Interest free loan of Rs. 20,000 towards housing deposits or towards purchase of a two wheeler
 - Onetime Interest free contingency loan of Rs. 50,000 towards housing deposits or illness, death in immediate family or self-marriage
 - Medical assistance Rs. 15,000 per annum or one month's basic whichever is higher
 - Medical Insurance Coverage up to Rs. 2 lacs per annum.

Kindly note that the above terms are subject to change at our discretion. A detailed appointment letter with the terms and conditions of employment will be issued to you upon successful audit clearance.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For Wipro Limited,

Rajeev Kumar

Global Head - Campus Hiring

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com



February 11, 2016

Welcome to WASE

Wipro Academy of Software Excellence
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bangalore - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Deepali Nr
Rangaswamy,
#3/128 Papertown
Bhadravati - 577301
Karnataka

Dear **Deepali Nr**,

Sub: Enrolment letter to WASE as Student - Computer Applications

Welcome to Wipro Technologies!

With reference to your application with Wipro Technologies, it is our pleasure to enroll you as a Student - Computer Applications with the Wipro Academy of Software Excellence (“WASE” or “the Academy”)

The duration of this academic study would be 48 months. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WASE and have an enriching experience being a part of Wipro.

Please read through the terms and conditions mentioned in the Annexures.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

_____ .

Signature:

Date:

Page 1/8

Ref No: 5668258

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WASE of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- a. processing my application form including background verification checks;
- b. academic study related actions including record keeping, processing contingency loans , scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WASE.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

Name:

Date: __/__/__

Signature.....



ANNEXURE II

Terms & Conditions

1. PROFILE:

You are enrolled as Student - Computer Applications in the Wipro Academy of Software Excellence.

2. DURATION:

The duration of your academic study will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WASE Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Student - Computer Applications in the Wipro Academy of Software Excellence.

Scholarship and Benefits

During the WASE program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. Medical reimbursements are available towards domiciliary medical expenses of up to **Rs.15, 000/-** per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of **Rs.10,000/-** per annum for expenses incurred in CBDT approved hospitals. More details on the policy are available on the People Practices Section in myWipro, the HR portal at Wipro
3. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.
4. Group Life Insurance Program of **Rs.14,00,000/-** is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.

In addition to the above, students are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000/-**
For any hospitalization claims beyond **Rs.10, 000/-**, 10% of the claim amount would need to be borne by the students. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital. More details on the policy are available on People Practices Section in myWipro, the HR portal in Wipro.
If you wish to enhance the coverage, a top up cover option is also available wherein one can increase it by an additional coverage of **Rs. 1,00,000/-, Rs. 2, 00,000/- & Rs. 300,000/-** for a highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.
- b. Medical reimbursements of up to **Rs. 50,000** per annum under Medical Benefit Scheme (MBS) are available as well towards Specified Illnesses. You will be provided with an individual Mediclaim ID Cards, which will facilitate Cashless hospitalization.



The below table shows the prescribed scholarship for various years:

Period	Consolidated Scholarship (INR per Month)
First year- Including health benefit (Notional amount of Rs.600/-)	14,100/- (*)
Second year- Including health benefit (Notional amount of Rs.600/-)	16,600/- (*)
Third year- Including health benefit (Notional amount of Rs.600/-)	19,600/-(*)
Fourth year- Including health benefit (Notional amount of Rs.600/-)	23,600/-(*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WASE portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WASE program.

Book Allowance:

A Book Allowance of INR 1,250/- will be paid per student per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a student is registered for the semester.

Contingency Loan & Scholarship Advance:

You can avail a contingency loan and scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WASE portal

Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore-560035. on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 4 years - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 45 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 12 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you and if you discontinue the employment during the period of training before the completion of 4years from the date of joining, the training expenses of Rs. 60,000/- will have to be reimbursed by you.



- c. Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program. If you fail to achieve the PRP threshold/minimum score prescribed by Wipro you will not be enrolled into the WASE program

3. VERIFICATION REPORT:

Your enrolment is subject to the satisfactory verification of the particulars handed over by you as part of your application form and / or any information furnished at the time of interview.

4. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WASE regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WASE, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager-Training of the Academy.
- d. During the study period and thereafter , you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to students from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).
- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

5. POSTING:

During the initial study period, initially you would be made familiar with Wipro Technologies (a division of Wipro Ltd), but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WASE classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

6. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

7. TERMINATION:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship in lieu of notice.

8. STUDY HOURS:

As a Student - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "on the job training" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

9. LEAVE:

You are eligible to avail **15 days leave**. This fifteen days is applicable for the "on the job training" conducted on weekdays i.e. Monday through Friday. The approval of your supervisor shall be obtained before availing leave.

You will also be eligible for 5 days of sick leave to provide time off on medical grounds.



10. AFTER COMPLETION/TERMINATION OF ACADEMIC STUDY:

- a. On Completion/Termination of the academic study, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive Masters Degree in Software Engineering in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WASE student on successful and satisfactory completion of the academic study.

11. DATE OF COMMENCEMENT OF ACADEMIC STUDY:

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.



ANNEXURE III

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - IV

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus inductees to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Wiproites and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a 4-stage training program designed to address the basic learning needs of the fresh Wipro recruits.

Fundamental Readiness Program (FRP), the first layer of training runs for 2 weeks followed by Corporate Readiness Program (CRP), Technology Readiness Program (TRP) and Real Life Lab (RLL).

FRP

The FRP program consisting of two modules aims at raising the skill set of a B.Sc. / BCA / BCM graduate to a level that would be comparable to an engineering graduate. This program aims to teach the fundamental concepts of programming using C and Data Structures

To enable thorough understanding and know the learning pattern of the young Wiproite an assessment is administered post FRP training. The assessment is online and consists of 50 multiple choice questions. The duration of the assessment is one hour.

CRP

The CRP program is focused on making young Wiproite comfortable in a corporate environment. This program starts with a corporate induction.

“IMPACT” a behavioral skills building training program ensures that the fresh Wiproites start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

TRP

The technology training provides critical technical skills required to work on projects allocated to Wipro recruits and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

A training called “Software Engineering Practices” exposes the WASEian to the software development life cycle with special emphasis on the software development practices of Wipro.



RLL

Before getting into projects, students work in a simulated project environment where they get to appreciate the nuances of working in teams, as well as understand Wipro's software engineering processes. This is a 2-week program focusing on a real life project where the students will apply their learning and experience in the software development life cycle.

Post TRP, students shall take up another online assessment. The online assessment consists of 100 multiple choice questions. The duration of the assessment is two hours. The overall PRP Performance computation gives 30% weight to FRP, 50% weight to TRP scores and 20% weight to RLL scores. In case a WASEian falls short of the required scores the faculty at talent transformation shall devote their time to mentoring and coaching the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the student to be able to clear a second round of assessments with flying colors.

Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a student with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.



MEDICAL CHECKUP

Date: **February 11, 2016**

Reference Number: 5668258

Dear **Deepali Nr,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

Yours sincerely,
For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring

Ref No: 5668258

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



February 11, 2016

Welcome to WASE

Wipro Academy of Software Excellence
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bangalore - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Madhuris Nadig
No.151, Sri Krishna, Behind Apmc, Kambadevara Extn,
Hosadurga Taluk, Chitradurga Dist.
Hosadurga - 577527
Karnataka

Dear **Madhuris Nadig**,

Sub: Enrolment letter to WASE as Student - Computer Applications

Welcome to Wipro Technologies!

With reference to your application with Wipro Technologies, it is our pleasure to enroll you as a Student - Computer Applications with the Wipro Academy of Software Excellence ("WASE" or "the Academy")

The duration of this academic study would be 48 months. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WASE and have an enriching experience being a part of Wipro.

Please read through the terms and conditions mentioned in the Annexures.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

_____ .

Signature:

Date:

Page 1/8

Ref No: 5665190

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



ANNEXURE I

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I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WASE of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- a. processing my application form including background verification checks;
- b. academic study related actions including record keeping, processing contingency loans , scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WASE.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

Name:

Date: __/__/__

Signature.....



ANNEXURE II

Terms & Conditions

1. PROFILE:

You are enrolled as Student - Computer Applications in the Wipro Academy of Software Excellence.

2. DURATION:

The duration of your academic study will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WASE Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Student - Computer Applications in the Wipro Academy of Software Excellence.

Scholarship and Benefits

During the WASE program you would be entitled to a consolidated monthly scholarship.

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1. Medical reimbursements are available towards domiciliary medical expenses of up to **Rs.15, 000/-** per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of **Rs.10,000/-** per annum for expenses incurred in CBDT approved hospitals. More details on the policy are available on the People Practices Section in myWipro, the HR portal at Wipro
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If you wish to enhance the coverage, a top up cover option is also available wherein one can increase it by an additional coverage of **Rs. 1,00,000/-, Rs. 2, 00,000/- & Rs. 300,000/-** for a highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.
- b. Medical reimbursements of up to **Rs. 50,000** per annum under Medical Benefit Scheme (MBS) are available as well towards Specified Illnesses. You will be provided with an individual Mediclaim ID Cards, which will facilitate Cashless hospitalization.



The below table shows the prescribed scholarship for various years:

Period	Consolidated Scholarship (INR per Month)
First year- Including health benefit (Notional amount of Rs.600/-)	14,100/- (*)
Second year- Including health benefit (Notional amount of Rs.600/-)	16,600/- (*)
Third year- Including health benefit (Notional amount of Rs.600/-)	19,600/-(*)
Fourth year- Including health benefit (Notional amount of Rs.600/-)	23,600/-(*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WASE portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WASE program.

Book Allowance:

A Book Allowance of INR 1,250/- will be paid per student per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a student is registered for the semester.

Contingency Loan & Scholarship Advance:

You can avail a contingency loan and scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WASE portal

Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore-560035. on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 4 years - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 45 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 12 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you and if you discontinue the employment during the period of training before the completion of 4years from the date of joining, the training expenses of Rs. 60,000/- will have to be reimbursed by you.



- c. Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program. If you fail to achieve the PRP threshold/minimum score prescribed by Wipro you will not be enrolled into the WASE program

3. VERIFICATION REPORT:

Your enrolment is subject to the satisfactory verification of the particulars handed over by you as part of your application form and / or any information furnished at the time of interview.

4. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WASE regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WASE, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager-Training of the Academy.
- d. During the study period and thereafter , you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to students from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).
- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

5. POSTING:

During the initial study period, initially you would be made familiar with Wipro Technologies (a division of Wipro Ltd), but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WASE classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

6. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

7. TERMINATION:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship in lieu of notice.

8. STUDY HOURS:

As a Student - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "on the job training" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

9. LEAVE:

You are eligible to avail **15 days leave**. This fifteen days is applicable for the "on the job training" conducted on weekdays i.e. Monday through Friday. The approval of your supervisor shall be obtained before availing leave.

You will also be eligible for 5 days of sick leave to provide time off on medical grounds.



10. AFTER COMPLETION/TERMINATION OF ACADEMIC STUDY:

- a. On Completion/Termination of the academic study, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive Masters Degree in Software Engineering in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WASE student on successful and satisfactory completion of the academic study.

11. DATE OF COMMENCEMENT OF ACADEMIC STUDY:

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.



ANNEXURE III

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - IV

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus inductees to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Wiproites and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a 4-stage training program designed to address the basic learning needs of the fresh Wipro recruits.

Fundamental Readiness Program (FRP), the first layer of training runs for 2 weeks followed by Corporate Readiness Program (CRP), Technology Readiness Program (TRP) and Real Life Lab (RLL).

FRP

The FRP program consisting of two modules aims at raising the skill set of a B.Sc. / BCA / BCM graduate to a level that would be comparable to an engineering graduate. This program aims to teach the fundamental concepts of programming using C and Data Structures

To enable thorough understanding and know the learning pattern of the young Wiproite an assessment is administered post FRP training. The assessment is online and consists of 50 multiple choice questions. The duration of the assessment is one hour.

CRP

The CRP program is focused on making young Wiproite comfortable in a corporate environment. This program starts with a corporate induction.

“IMPACT” a behavioral skills building training program ensures that the fresh Wiproites start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

TRP

The technology training provides critical technical skills required to work on projects allocated to Wipro recruits and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

A training called “Software Engineering Practices” exposes the WASEian to the software development life cycle with special emphasis on the software development practices of Wipro.



RLL

Before getting into projects, students work in a simulated project environment where they get to appreciate the nuances of working in teams, as well as understand Wipro's software engineering processes. This is a 2-week program focusing on a real life project where the students will apply their learning and experience in the software development life cycle.

Post TRP, students shall take up another online assessment. The online assessment consists of 100 multiple choice questions. The duration of the assessment is two hours. The overall PRP Performance computation gives 30% weight to FRP, 50% weight to TRP scores and 20% weight to RLL scores. In case a WASEian falls short of the required scores the faculty at talent transformation shall devote their time to mentoring and coaching the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the student to be able to clear a second round of assessments with flying colors.

Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a student with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.



MEDICAL CHECKUP

Date: **February 11, 2016**

Reference Number: 5665190

Dear **Madhuris Nadig**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

Ref No: 5665190

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



Fwd: Letter of Intent - Mahin Riyaz - Ref. No.: 5666703

1 message

Mahi Mehroon <mahiria95@gmail.com>
To: pesiams@gmail.com

15 February 2017 at 15:16

----- Forwarded message -----

From: <manager.campus@wipro.com>
Date: Thu, Oct 15, 2015 at 6:10 PM
Subject: Letter of Intent - Mahin Riyaz - Ref. No.: 5666703
To: mahiria95@gmail.com

Campus - Letter Of Intent

October 15, 2015
Dear Mahin Riyaz,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be Project Engineer, belonging to career band TRB.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

a. The salary stack for Project Engineer is as given below:

Component	Amount(INR)
Basic	4,550
HRA	2,300
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	1,608
Total Fixed Cash	10,958
PF (12% of Basic)	550
Gratuity (5.31% of Basic)	242
Total Fixed Compensation	11,750
Health benefit (Medical)	600
Target QPLC (5% of CTC)	650
Target Cost to Company per month	13,000
Total Cost to Company per annum	156,000

b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be

as per the following table for different performance categories:

Performance Category	Monthly Gross	Additional Allowance	Total Monthly Gross	Total Annual Gross
Performance Category - 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category - 2	13,000.00	1,000.00	14,000.00	168,000.00
Performance Category - 3	13,000.00	-	13,000.00	156,000.00

- c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:
- Onetime Interest free loan of Rs. 20,000 towards housing deposits or towards purchase of a two wheeler
 - Onetime Interest free contingency loan of Rs. 50,000 towards housing deposits or illness, death in immediate family or self-marriage
 - Medical assistance Rs. 15,000 per annum or one month's basic whichever is higher
 - Medical Insurance Coverage up to Rs. 2 lacs per annum.

Kindly note that the above terms are subject to change at our discretion. A detailed appointment letter with the terms and conditions of employment will be issued to you upon successful audit clearance.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For Wipro Limited,

Rajeev Kumar

Global Head - Campus Hiring

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com



PESIAMS COLLEGE <pesiams@gmail.com>

Fwd: Joining Location-confirm

1 message

Rashmi.Mattur <rashmishimoga06@gmail.com>
To: PESIAMS college <pesiams@gmail.com>

15 February 2017 at 15:15

Offer letter from Wipro

----- Forwarded message -----

From: <careers@wipro.com>

Date: 5 Dec 2016 16:35

Subject: Joining Location-confirm

To: <rashmishimoga06@gmail.com>

Cc:

Campus

Dear RASHMI MA,

Greetings from Wipro!

We are pleased to invite you for the onboarding process to complete your pre-joining formalities.

To understand your preferences of posting location and training stream we have enabled the option to choose your preferences by login to synergy candidate desktop Click on "Confirm Joining Location (Please note posting location and training location may differ).

Please note the Date of Joining is when you start the Training, based on your confirmation you will be receiving your reporting date and venue three weeks in advance

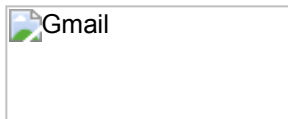
Following link will lead you to synergy login page. In case you do not remember your password, you may click on forgot password option. Once you submit your details, you will receive a detailed reporting email three weeks prior to the joining date.

<https://synergy.wipro.com/synergy/WiproCareers.jsp?inner=CampusCandidateLogin>

We are looking forward to having you join Wipro.

Campus Hiring Team,
Wipro Ltd.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com



PESIAMS COLLEGE <pesiams@gmail.com>

Fwd: Wipro Appointment & Medical Letter - Shankar Ks->5663747

2 messages

shankar D S <shankards1993@gmail.com>
To: pesiams@pestrust.edu.in, pesiams@gmail.com

2 February 2017 at 09:55

----- Forwarded message -----

From: **shankar D S** <shankards1993@gmail.com>
Date: Thu, Dec 29, 2016 at 12:28 PM
Subject: Re: Wipro Appointment & Medical Letter - Shankar Ks->5663747
To: campus.offerletters@wipro.com

Sir I had got my appointment letter on March 7th 2016 .I didn't get my joining date till now. I completed my graduation on June 2016, from past 6months I m waiting for the joining date so please Confirm me that when I wl get my joining date .I don't want waste my prescious time sir .

On 07-Mar-2016 12:49 PM, <campus.offerletters@wipro.com> wrote:

Dear Shankar Ks,

Please find the attachment of your Appointment letter and Medical Letter. Kindly carry a copy of the same on the reporting day to complete your joining formalities.

Looking forward to see you on-board!

Please Note: Passport is mandatory for completing joining formalities & you will receive other required documents list along with reporting mailer.

Thanks and Regards,
Campus Offer Generation Team
|Global Campus Hiring Team| Wipro Technologies|

For all your queries reach manager.campus@wipro.com or call on toll free no:- 18001034678 | 8.30 am to 6.00pm Mon-Fri | Wipro does not charge any fee at any stage of the recruitment process and has not authorized agencies / partners to collect any fee for recruitment. Wipro is an equal opportunity employer.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com

PESIAMS COLLEGE <pesiams@gmail.com>
To: shankar D S <shankards1993@gmail.com>

2 February 2017 at 16:06

send us your appointment letter

[Quoted text hidden]

2/15/2017

Gmail - Fwd: Wipro Appointment & Medical Letter - Shankar Ks->5663747

--

PES Institute of Advanced Management Studies

N.H 206, Sagar Road

Shivamogga

Email: pesiams@pestrust.edu.in, pesiams@gmail.com

Office Contact No. 08182 640772, 640802, 640806



February 11, 2016

Welcome to WASE

Wipro Academy of Software Excellence
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bangalore - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Shwetha Diwanji
Mathushree Nilaya ,
K.C.Road, Jannapura.
Bhadravati - 577301
Karnataka

Dear **Shwetha Diwanji**,

Sub: Enrolment letter to WASE as Student - Computer Applications

Welcome to Wipro Technologies!

With reference to your application with Wipro Technologies, it is our pleasure to enroll you as a Student - Computer Applications with the Wipro Academy of Software Excellence (“WASE” or “the Academy”)

The duration of this academic study would be 48 months. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WASE and have an enriching experience being a part of Wipro.

Please read through the terms and conditions mentioned in the Annexures.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

_____ .

Signature:

Date:

Page 1/8

Ref No: 5644375

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WASE of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- a. processing my application form including background verification checks;
- b. academic study related actions including record keeping, processing contingency loans , scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WASE.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

Name:

Date: __/__/__

Signature.....



ANNEXURE II

Terms & Conditions

1. PROFILE:

You are enrolled as Student - Computer Applications in the Wipro Academy of Software Excellence.

2. DURATION:

The duration of your academic study will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WASE Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Student - Computer Applications in the Wipro Academy of Software Excellence.

Scholarship and Benefits

During the WASE program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. Medical reimbursements are available towards domiciliary medical expenses of up to **Rs.15, 000/-** per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of **Rs.10,000/-** per annum for expenses incurred in CBDT approved hospitals. More details on the policy are available on the People Practices Section in myWipro, the HR portal at Wipro
3. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.
4. Group Life Insurance Program of **Rs.14,00,000/-** is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.

In addition to the above, students are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000/-**
For any hospitalization claims beyond **Rs.10, 000/-**, 10% of the claim amount would need to be borne by the students. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital. More details on the policy are available on People Practices Section in myWipro, the HR portal in Wipro.
If you wish to enhance the coverage, a top up cover option is also available wherein one can increase it by an additional coverage of **Rs. 1,00,000/-, Rs. 2, 00,000/- & Rs. 300,000/-** for a highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.
- b. Medical reimbursements of up to **Rs. 50,000** per annum under Medical Benefit Scheme (MBS) are available as well towards Specified Illnesses. You will be provided with an individual Mediclaim ID Cards, which will facilitate Cashless hospitalization.



The below table shows the prescribed scholarship for various years:

Period	Consolidated Scholarship (INR per Month)
First year- Including health benefit (Notional amount of Rs.600/-)	14,100/- (*)
Second year- Including health benefit (Notional amount of Rs.600/-)	16,600/- (*)
Third year- Including health benefit (Notional amount of Rs.600/-)	19,600/-(*)
Fourth year- Including health benefit (Notional amount of Rs.600/-)	23,600/-(*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WASE portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WASE program.

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A Book Allowance of INR 1,250/- will be paid per student per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a student is registered for the semester.

Contingency Loan & Scholarship Advance:

You can avail a contingency loan and scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WASE portal

Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore-560035. on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 4 years - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 45 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 12 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you and if you discontinue the employment during the period of training before the completion of 4years from the date of joining, the training expenses of Rs. 60,000/- will have to be reimbursed by you.



- c. Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program. If you fail to achieve the PRP threshold/minimum score prescribed by Wipro you will not be enrolled into the WASE program

3. VERIFICATION REPORT:

Your enrolment is subject to the satisfactory verification of the particulars handed over by you as part of your application form and / or any information furnished at the time of interview.

4. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WASE regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WASE, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager-Training of the Academy.
- d. During the study period and thereafter , you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to students from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).
- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

5. POSTING:

During the initial study period, initially you would be made familiar with Wipro Technologies (a division of Wipro Ltd), but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WASE classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

6. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

7. TERMINATION:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship in lieu of notice.

8. STUDY HOURS:

As a Student - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "on the job training" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

9. LEAVE:

You are eligible to avail **15 days leave**. This fifteen days is applicable for the "on the job training" conducted on weekdays i.e. Monday through Friday. The approval of your supervisor shall be obtained before availing leave.

You will also be eligible for 5 days of sick leave to provide time off on medical grounds.



10. AFTER COMPLETION/TERMINATION OF ACADEMIC STUDY:

- a. On Completion/Termination of the academic study, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive Masters Degree in Software Engineering in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WASE student on successful and satisfactory completion of the academic study.

11. DATE OF COMMENCEMENT OF ACADEMIC STUDY:

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.



ANNEXURE III

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - IV

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus inductees to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Wiproites and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a 4-stage training program designed to address the basic learning needs of the fresh Wipro recruits.

Fundamental Readiness Program (FRP), the first layer of training runs for 2 weeks followed by Corporate Readiness Program (CRP), Technology Readiness Program (TRP) and Real Life Lab (RLL).

FRP

The FRP program consisting of two modules aims at raising the skill set of a B.Sc. / BCA / BCM graduate to a level that would be comparable to an engineering graduate. This program aims to teach the fundamental concepts of programming using C and Data Structures

To enable thorough understanding and know the learning pattern of the young Wiproite an assessment is administered post FRP training. The assessment is online and consists of 50 multiple choice questions. The duration of the assessment is one hour.

CRP

The CRP program is focused on making young Wiproite comfortable in a corporate environment. This program starts with a corporate induction.

“IMPACT” a behavioral skills building training program ensures that the fresh Wiproites start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

TRP

The technology training provides critical technical skills required to work on projects allocated to Wipro recruits and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

A training called “Software Engineering Practices” exposes the WASEian to the software development life cycle with special emphasis on the software development practices of Wipro.



RLL

Before getting into projects, students work in a simulated project environment where they get to appreciate the nuances of working in teams, as well as understand Wipro's software engineering processes. This is a 2-week program focusing on a real life project where the students will apply their learning and experience in the software development life cycle.

Post TRP, students shall take up another online assessment. The online assessment consists of 100 multiple choice questions. The duration of the assessment is two hours. The overall PRP Performance computation gives 30% weight to FRP, 50% weight to TRP scores and 20% weight to RLL scores. In case a WASEian falls short of the required scores the faculty at talent transformation shall devote their time to mentoring and coaching the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the student to be able to clear a second round of assessments with flying colors.

Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a student with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.



MEDICAL CHECKUP

Date: **February 11, 2016**

Reference Number: 5644375

Dear **Shwetha Diwanji**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

Ref No: 5644375

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



APPOINTMENT LETTER

March 7, 2016

Ms. Spoorthi Narayan

Dk 45/B

Near Benne Krishna Circle Newtown.

Bhadravati-577301

Karnataka

Dear **Spoorthi Narayan,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer.**

1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No: 5667265

Page 1

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.
- f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).



- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

6. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

7. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear your backlog papers, and/or
 - ii. a. For Graduates: You are not being able to maintain minimum aggregate marks of 60% in your graduation.



9. Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 24 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 21 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 24 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/__

Signature.....



ANNEXURE I

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Under this Policy:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.



- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

Name:

Date: __/__/____

Signature:.....



PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/__

Signature.....



ANNEXURE III

SALARY OFFER SHEET

Name : Spoorthi Narayan

Position : Project Engineer

Career Group: TRB

- a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.11,500/-** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	4,900
HRA	2,500
Commutation Allowance	1,600
Bonus	1,400
Wipro Benefits Plan (WBP)	1,449
Additional allowance	-
Total Fixed Cash	11,849
PF (12% of Basic)	590
Gratuity (5.31% of Basic)	261
Total Fixed Compensation	12,700
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target QPLC (5% of CTC)	700
Target Cost to Company per month	14,000
Total Cost to Company per annum	168,000

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category (Top 30%)- 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category (Remaining 70%) - 2	13,000.00	1,000.00	14,000.00	168,000.00

In the event the employee is part of on the job training and is put directly in project work the additional allowance will be taken equal to 1000/- once the stipend period is over.

- c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000/-** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000/-** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of **Rs. 15,000/-** per annum.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: __/__/____

Signature:.....



ANNEXURE - IV

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the abovementioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joiner the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement .

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.



SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (“WBP”) is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000/- per annum.
- b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000/- per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000/-** per annum for nuclear family towards hospitalization.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.



Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 400/- per day for 8 days (total amount of Rs. 3,200/-) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200/- per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000/- per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000/- In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through MyWipro -> People Practices ->India > My Financials -> Medical

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000/- per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000/- per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000/- every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



MEDICAL CHECKUP

Date: **March 7, 2016**

Reference Number: **5667265**

Dear **Spoorthi Narayan,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

For **Wipro Limited,**

A handwritten signature in black ink, appearing to read "Rajeev Kumar", written over a horizontal line.

Rajeev Kumar

Global Head - Campus Hiring



APPOINTMENT LETTER

March 7, 2016

Mr. Suresh S
Gyarej Camp,Camp.,
R R Project.
Shimoga-577115
Karnataka

Dear **Suresh S**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No: 5657848

Page 1

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.
- f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).



- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

6. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

7. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear your backlog papers, and/or
 - ii. a. For Graduates: You are not being able to maintain minimum aggregate marks of 60% in your graduation.



9. Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 24 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 21 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 24 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/__

Signature.....



ANNEXURE I

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Under this Policy:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.



- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

Name:

Date: __/__/____

Signature:.....



PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/__

Signature.....



ANNEXURE III

SALARY OFFER SHEET

Name : Suresh S

Position : Project Engineer

Career Group: TRB

- a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.11,500/-** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	4,900
HRA	2,500
Commutation Allowance	1,600
Bonus	1,400
Wipro Benefits Plan (WBP)	1,449
Additional allowance	-
Total Fixed Cash	11,849
PF (12% of Basic)	590
Gratuity (5.31% of Basic)	261
Total Fixed Compensation	12,700
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target QPLC (5% of CTC)	700
Target Cost to Company per month	14,000
Total Cost to Company per annum	168,000

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category (Top 30%)- 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category (Remaining 70%) - 2	13,000.00	1,000.00	14,000.00	168,000.00

In the event the employee is part of on the job training and is put directly in project work the additional allowance will be taken equal to 1000/- once the stipend period is over.

- c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000/-** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000/-** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of **Rs. 15,000/-** per annum.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: __/__/____

Signature:.....



ANNEXURE - IV

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the abovementioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joiner the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement .

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.



SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (“WBP”) is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000/- per annum.
- b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000/- per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000/-** per annum for nuclear family towards hospitalization.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.



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Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 400/- per day for 8 days (total amount of Rs. 3,200/-) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200/- per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000/- per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000/- In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through MyWipro -> People Practices ->India > My Financials -> Medical

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000/- per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000/- per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000/- every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



MEDICAL CHECKUP

Date: **March 7, 2016**

Reference Number: **5657848**

Dear **Suresh S,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

For **Wipro Limited,**

Rajeev Kumar
Global Head - Campus Hiring



APPOINTMENT LETTER

March 7, 2016

Ms. Tejaswini Gururaj

Gururaj Br ,General Merchant And Provision Store,
Bukkapatna-572115,Sira(T) Tumkur (D)
Shimoga-577204
Karnataka

Dear **Tejaswini Gururaj**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No: 5664261

Page 1

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.
- f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).



- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

6. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

7. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear your backlog papers, and/or
 - ii. a. For Graduates: You are not being able to maintain minimum aggregate marks of 60% in your graduation.



9. Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 24 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 21 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 24 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/__

Signature.....



ANNEXURE I

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Under this Policy:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.



- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

Name:

Date: __/__/____

Signature:.....



PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/__

Signature.....



ANNEXURE III

SALARY OFFER SHEET

Name : Tejaswini Gururaj

Position : Project Engineer

Career Group: TRB

- a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.11,500/-** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	4,900
HRA	2,500
Commutation Allowance	1,600
Bonus	1,400
Wipro Benefits Plan (WBP)	1,449
Additional allowance	-
Total Fixed Cash	11,849
PF (12% of Basic)	590
Gratuity (5.31% of Basic)	261
Total Fixed Compensation	12,700
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target QPLC (5% of CTC)	700
Target Cost to Company per month	14,000
Total Cost to Company per annum	168,000

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category (Top 30%)- 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category (Remaining 70%) - 2	13,000.00	1,000.00	14,000.00	168,000.00

In the event the employee is part of on the job training and is put directly in project work the additional allowance will be taken equal to 1000/- once the stipend period is over.

- c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000/-** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000/-** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of **Rs. 15,000/-** per annum.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: __/__/____

Signature:.....



ANNEXURE - IV

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the abovementioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joiner the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement .

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.



SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (“WBP”) is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000/- per annum.
- b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000/- per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000/-** per annum for nuclear family towards hospitalization.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.



Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 400/- per day for 8 days (total amount of Rs. 3,200/-) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200/- per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000/- per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000/- In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through MyWipro -> People Practices ->India > My Financials -> Medical

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000/- per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000/- per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000/- every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



MEDICAL CHECKUP

Date: **March 7, 2016**

Reference Number: **5664261**

Dear **Tejaswini Gururaj**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring



March 14, 2016

Welcome to WiSTA

Wipro Software Technology Academy
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bangalore - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Varshitha N
Nanjappa B, Manjushree Nilaya,
1Stcross, Gadikoppa,
Shivmogga-577205
Karnataka

Dear **Varshitha N**,

Sub: Enrolment letter to WiSTA as Student - Computer Applications

Welcome to Wipro Technologies!

With reference to your application with Wipro Technologies, it is our pleasure to enroll you as a Student - Computer Applications with the Wipro Software Technology Academy ("WiSTA")

The duration of the academic study would be 48 months. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WiSTA and have an enriching experience being a part of Wipro.

Please read through the terms and conditions mentioned in the Annexures.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on _____ .

Signature:

Date:



ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited (“Wipro”) being a part of WiSTA of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- a. processing my application form including background verification checks;
- b. academic study related actions including record keeping, processing contingency loans , scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WiSTA.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that ‘Personal Information’ means any information, relating to me that is available with Wipro and is capable of identifying me.”

Name:

Date: __/__/__

Signature.....



ANNEXURE II

Terms & Conditions

1. PROFILE:

You are enrolled as Student - Computer Applications in the Wipro Software Technology Academy.

2. DURATION:

The duration of your academic study will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WiSTA Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Student - Computer Applications in the Wipro Software Technology Academy (WiSTA) of Wipro.

Scholarship and Benefits

During the WiSTA program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. Medical reimbursements are available towards domiciliary medical expenses of up to **Rs.15, 000/-** per annum under the Medical Assistance Plan (MAS).
2. Additional Hospitalization expenses of **Rs.10,000/-** per annum for expenses incurred in CBDT approved hospitals. More details on the policy are available on the People Practices Section in myWipro, the HR portal at Wipro
3. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.
4. Group Life Insurance Program of **Rs.14,00,000/-** is available for students. This makes it possible to also get an extra coverage by an additional 50% for a nominal and highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.

In addition to the above, students are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000/-** For any hospitalization claims beyond **Rs. 10,000/-** 10% of the claim amount would need to be borne by the students. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital. More details on the policy are available on People Practices Section in myWipro, the HR portal in Wipro.

If you wish to enhance the coverage, a top up cover option is also available wherein one can increase it by an additional coverage of **Rs. 1,00,000/-, Rs. 2,00,000/- & Rs. 300,000/-** for a highly negotiated premium. More details on the policy are available on People Practices Section in myWipro, the HR portal at Wipro.

Medical reimbursements of up to **Rs. 50,000/-** per annum under Medical Benefit Scheme (MBS) are available as well towards Specified Illnesses.



You will be provided with an individual Medclaim ID Cards, which will facilitate Cashless hospitalization. The below table shows the prescribed scholarship for various years during the **work integrated learning program**.

Period	Consolidated Scholarship (INR pm)
First year	13,500/- (*)
Second year	16,000/- (*)
Third year	19,000/-(*)
Fourth year	23,000/-(*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 1.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of WiSTA subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of WiSTA, and is subject to satisfactory performance as prescribed in the **WiSTA portal**. In case your **on-the-job** / project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in **on-the-job** / project performance, WiSTA may at its sole discretion discontinue your enrolment in the WiSTA program.

Book Allowance:

A Book Allowance of INR 1,250/- will be paid per student per semester. This allowance will be paid every semester except the first and the eighth semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a student is registered for the semester.

Contingency Loan & Scholarship Advance:

You can avail a contingency loan and scholarship advance in case of any personal financial emergency.

Training Agreement:

- This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 4 years - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 45 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 12 months from the date of joining, the training expenses of **Rs. 75,000/-** will have to be reimbursed by you and if you discontinue the employment during the period of training before the completion of 4years from the date of joining, the training expenses of **Rs. 60,000/-** will have to be reimbursed by you.



- c. Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program. If you fail to achieve the PRP threshold/minimum score prescribed by Wipro you will not be enrolled into the WISTA program.

3. VERIFICATION REPORT:

Your enrolment is subject to the satisfactory verification of the particulars handed over by you as part of your application form and / or any information furnished at the time of interview.

4. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WiSTA regulations and instructions as stated by the WiSTA, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WiSTA, WiSTA would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a student in WiSTA would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager-Training of WiSTA
- d. You would not be allowed to pursue any other degree program (formal education) while you are pursuing your studies in WiSTA.**
- e. During the study period and thereafter , you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WiSTA or otherwise
- f. You are bound by all regulations, instructions and policies of WiSTA. These are updated / modified on a periodic basis and new policies may be introduced and notified to students from time to time and you will be bound to comply with the same.
- g. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).
- h. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of WiSTA / Wipro, such developments will be fully communicated to WiSTA and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

5. POSTING:

During the initial study period, initially you would be made familiar with Wipro Technologies (a division of Wipro Ltd), but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WiSTA classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

6. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as WiSTA may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, WiSTA shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to WiSTA / Wipro is found to be false or if you are found to have willfully suppressed any material information.

7. TERMINATION:

Notwithstanding any of the clauses of this letter of enrolment, the management of WiSTA, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship in lieu of notice.

8. STUDY HOURS:

As a Student - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by WiSTA from time to time. Normally, your "on the job training" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by WiSTA.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of WiSTA

9. LEAVE:

You are eligible to avail **15 days leave**. This fifteen days is applicable for the "on the job training" conducted on weekdays i.e. Monday through Friday. The approval of your supervisor shall be obtained before availing leave.

You will also be eligible for 5 days of sick leave to provide time off on medical grounds.



10. AFTER COMPLETION/TERMINATION OF ACADEMIC STUDY:

- a. On Completion/Termination of the academic study, you will immediately surrender to Wipro/ WiSTA all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive Masters Degree in Information Technology in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by WiSTA.
- c. Wipro reserves the right to offer employment at its sole discretion to a WiSTA student on successful and satisfactory completion of the academic study.

11. DATE OF COMMENCEMENT OF ACADEMIC STUDY:

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.



ANNEXURE III

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - IV

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus inductees to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Wiproites and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a 4-stage training program designed to address the basic learning needs of the fresh Wipro recruits.

Fundamental Readiness Program (FRP), the first layer of training runs for 2 weeks followed by Corporate Readiness Program (CRP), Technology Readiness Program (TRP) and Real Life Lab (RLL).

FRP

The FRP program consisting of two modules aims at raising the skill set of a B.Sc. / BCA / BCM graduate to a level that would be comparable to an engineering graduate. This program aims to teach the fundamental concepts of programming using C and Data Structures

To enable thorough understanding and know the learning pattern of the young Wiproite an assessment is administered post FRP training. The assessment is online and consists of 50 multiple choice questions. The duration of the assessment is one hour.

CRP

The CRP program is focused on making young Wiproite comfortable in a corporate environment. This program starts with a corporate induction.

“**PINNACLE**” a behavioral skills building training program ensures that the fresh Wiproites start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

TRP

The technology training provides critical technical skills required to **work** on projects allocated to Wipro recruits and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

A training called “Software Engineering Practices (**SEP**)” exposes the **WiSTaites** to the software development life cycle with special emphasis on the software development practices of Wipro.



RLL

Before getting into projects, students work in a simulated project environment where they get to appreciate the nuances of working in teams, as well as understand Wipro's software engineering processes. This is a 2-week program focusing on a real life project where the students will apply their learning and experience in the software development life cycle.

Post TRP, students shall take up another online assessment. The online assessment consists of 100 multiple choice questions. The duration of the assessment is two hours. The overall PRP Performance computation gives 30% weight to FRP, 50% weight to TRP scores and 20% weight to RLL scores. In case a **WiSTAites** falls short of the required scores the faculty at talent transformation shall devote their time to mentoring and coaching the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the student to be able to clear a second round of assessments with flying colors.

Accommodation, Food & Other Miscellaneous Expenses

- a. For joining, you will be eligible for travel reimbursement for AC 2-Tier rail only, at actuals on providing relevant tickets. For a student with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.



MEDICAL CHECKUP

Date: March 14, 2016

Reference Number: 5666097

Dear **Varshitha N,**

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

Yours sincerely,
For **Wipro Limited,**

A handwritten signature in black ink, appearing to read "Rajeev Kumar", written over a horizontal line.

Rajeev Kumar
Global Head - Campus Hiring

Ref No: 5666097

Confidential

Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



APPOINTMENT LETTER

March 7, 2016

Mr. Vishwas S Raiker

Gandhi Bazar,
Upper Keri
Shimoga-577202
Karnataka

Dear **Vishwas S Raiker**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining.
- b. You will be on Probation for a period of 1 year from the date of the appointment. On completion of the probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet. (Please refer Page -8).
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are listed in Annexure V (Please refer Page -11). The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.
- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
Your compensation will be reviewed periodically as per Wipro policy.
- d. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

Ref No: 5668905

Page 1

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Registered. Office: Wipro Limited, Doddakannelli, Sarjapur Road, Bangalore – 560 035, India. Tel: 91-80-2844 0011, Fax: 91-80-2844 0054
Website: www.wipro.com, Email: info@wipro.com, CIN No. L32102KA1945PLC020800



3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream provided you are not covered under the purview of the ESI Act. For details of the scheme refer to Page 12.
- f. Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).



- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

6. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

7. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

8. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- f. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear your backlog papers, and/or
 - ii. a. For Graduates: You are not being able to maintain minimum aggregate marks of 60% in your graduation.



9. Training Agreement:

- a. This letter of appointment is subject to your training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bangalore 560035 on or before joining Wipro.
- b. Training agreement in Wipro is for a total period of 24 months - for developing your skills and knowledge. Technical Class Room training will be for a period of 3 months and practical experience and training will be for the next 21 months. The Training period is deemed to be completed after completion of the Class Room and practical trainings. The company invests on your behalf for the cost of the training. Should you discontinue the employment during the period of training before the completion of 24 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,
For **Wipro Limited**,

Rajeev Kumar
Global Head - Campus Hiring

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/__

Signature.....



ANNEXURE I

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Under this Policy:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you do not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. This Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: Wipro Technologies
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.



- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

Name:

Date: __/__/____

Signature:.....



PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I -----, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/__

Signature.....



ANNEXURE III

SALARY OFFER SHEET

Name : Vishwas S Raiker

Position : Project Engineer

Career Group: TRB

- a. You will be on training (classroom/on the job) for the first three months, from your date of joining. During the training period, you will receive a stipend of **Rs.11,500/-** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	4,900
HRA	2,500
Commutation Allowance	1,600
Bonus	1,400
Wipro Benefits Plan (WBP)	1,449
Additional allowance	-
Total Fixed Cash	11,849
PF (12% of Basic)	590
Gratuity (5.31% of Basic)	261
Total Fixed Compensation	12,700
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target QPLC (5% of CTC)	700
Target Cost to Company per month	14,000
Total Cost to Company per annum	168,000

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.



- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

	MONTHLY GROSS	ADDITIONAL ALLOWANCE	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category (Top 30%)- 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category (Remaining 70%) - 2	13,000.00	1,000.00	14,000.00	168,000.00

In the event the employee is part of on the job training and is put directly in project work the additional allowance will be taken equal to 1000/- once the stipend period is over.

- c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- Onetime Interest free loan of **Rs. 20,000/-** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000/-** towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of **Rs. 15,000/-** per annum.
- Medical Insurance Coverage up to **Rs. 2 lacs** per annum.

Date: __/__/____

Signature:.....



ANNEXURE - IV

“I will submit the mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the abovementioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the abovementioned documents or in case of any discrepancy, I shall be liable for termination of my employment with Wipro Technologies.”

Name:

Date: __/__/____

Signature:.....



ANNEXURE - V

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to an individual performance parameter, namely:

- Individual Billability linked parameter: Based on number of days unbilled in a quarter for billable resources. This would comprise of 100% of your QPLC amount. For a new joiner the first 180 days will be exempt for calculating unbilled days.

For those who would be joining the Support and Central functions (like Finance, HR, etc) the QPLC amount will have a 25% linkage to both PBIT as well as Revenue achievement of Wipro Technologies and 50% linkage to Function Specific Parameter achievement .

The QPLC payout amount is liable to have both upsides and downsides based on achievement of the above mentioned parameters as per the Wipro policy and it is moderated by CSAT - a 7 point customer satisfaction rating. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of Wipro on the last working day of the quarter to be eligible for payout under the program.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management.



SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic:

This is fixed monthly components of your salary and is taxable.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (“WBP”) is a basket of various allowances / reimbursements. Under WBP, you will be granted Leave Travel Allowance, Professional Development Reimbursement, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone / Mobile phone, Non-transferable food coupons, use of Wipro Bus, Vehicle Maintenance Reimbursement, Foreign / Domestic Travel Reimbursement, Wipro Kids Education Reimbursement and use of Club can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances / benefits availed under WBP and related recovery of Fringe Benefits Tax and associated charges.

Commutation Allowance:

This is a tax free allowance in your salary, and does not warrant the production of any bills.

Medical:

The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs 15,000/- per annum.
- b. Under this Medical Benefit Scheme (MBS), an amount of Rs 50,000/- per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000/-** per annum for nuclear family towards hospitalization.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional Rs.10,000 towards hospitalization.



Retiral Benefits:

Consists of 12 % of your Basic towards Provident Fund and 5.31 % of your Basic towards Gratuity and Survivor Benefit Scheme. For the Provident Fund, you will also have to contribute an equal amount of 12% of your Basic.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 400/- per day for 8 days (total amount of Rs. 3,200/-) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200/- per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000/- per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000/- In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in My Wipro accessible on joining. Access through MyWipro -> People Practices ->India > My Financials -> Medical

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

1. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,00,000/- per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000/- per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000/- every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.



MEDICAL CHECKUP

Date: **March 7, 2016**

Reference Number: **5668905**

Dear **Vishwas S Raiker**,

You are entitled to a Wipro sponsored medical checkup, which can be availed within a period of 3 months from your date of joining. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details:

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Rajeev Kumar", written over a horizontal line.

Rajeev Kumar

Global Head - Campus Hiring



Fwd: Letter of Intent - Yamuna R - Ref. No.: 5659468

1 message

Yamuna Iyengar <iyengaryamuna@gmail.com>
To: Pesiams@gmail.com

11 February 2017 at 13:02

Hi,

Please find wipro offer letter

Thanks and Regards
Yamuna R

----- Forwarded message -----

From: <manager.campus@wipro.com>

Date: Thursday, October 15, 2015

Subject: Letter of Intent - Yamuna R - Ref. No.: 5659468

To: iyengaryamuna@gmail.com

Campus - Letter Of Intent

October 15, 2015

Dear Yamuna R,

Congratulations! We are pleased to inform that you have successfully completed the selection processes conducted by Wipro for the role of Project Engineer. This Letter is to confirm that we intend to offer you this role on the following terms:

- I. Your designation would be Project Engineer, belonging to career band TRB.
- II. You will undergo a training program (classroom/on the job) for 3 months from your date of joining. During this period, you will be paid a stipend of Rs. 11500/- per month. On satisfactory completion of the training you will be assigned to projects in Wipro Limited.
- III. On joining you would be required to sign a training agreement which is applicable to you during the training period and up to two years commencing from the date of completion of the Training period. The agreement requires you to reimburse Rs. 75000 to Wipro, for the cost of training incurred, in the event you exit before the said period.

a. The salary stack for Project Engineer is as given below:

Component	Amount(INR)
Basic	4,550
HRA	2,300
Commutation Allowance	2,500
Wipro Benefits Plan (WBP)	1,608
Total Fixed Cash	10,958
PF (12% of Basic)	550
Gratuity (5.31% of Basic)	242
Total Fixed Compensation	11,750
Health benefit (Medical)	600
Target QPLC (5% of CTC)	650
Target Cost to Company per month	13,000
Total Cost to Company per annum	156,000

- b. Over and above these components, depending on your performance during the initial training program you will also be entitled for Additional Allowance. The total monthly gross hence will be as per the following table for different performance categories:

Performance Category	Monthly Gross	Additional Allowance	Total Monthly Gross	Total Annual Gross
Performance Category - 1	13,000.00	2,000.00	15,000.00	180,000.00
Performance Category - 2	13,000.00	1,000.00	14,000.00	168,000.00
Performance Category - 3	13,000.00	-	13,000.00	156,000.00

- c. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Company Benefits to assist you in maintaining a healthy work-life balance. The details of the benefits are as follows:
- Onetime Interest free loan of Rs. 20,000 towards housing deposits or towards purchase of a two wheeler
 - Onetime Interest free contingency loan of Rs. 50,000 towards housing deposits or illness, death in immediate family or self-marriage
 - Medical assistance Rs. 15,000 per annum or one month's basic whichever is higher
 - Medical Insurance Coverage up to Rs. 2 lacs per annum.

Kindly note that the above terms are subject to change at our discretion. A detailed appointment letter with the terms and conditions of employment will be issued to you upon successful audit clearance.

Your appointment is subject to the satisfactory verification of the documents and details mentioned in your application form and / or any information furnished at the time of interview, in addition to have fulfilled the eligibility criteria.

We look forward to having a long and fruitful relationship with you at Wipro, wish you all the best!

Yours sincerely,

For Wipro Limited,

Rajeev Kumar

Global Head - Campus Hiring

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com