

CYIENT

Date: 04-Nov-2020

Personal & Confidential

Mullapudi Satya Sai Vara Prasad (NAPS5037)

Offer of Apprenticeship

Dear Mullapudi Satya Sai Vara Prasad ,

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

To help Cyient meet its accelerated growth plan, we are delighted to offer you the position of **Trainee Apprentice** to join Cyient (referred to as Cyient or the Company) in this journey.

Duration of this assignment shall be for 12 months (twelve months) from the date of joining and is expected to extend or decrease, based on the company needs. You shall be intimated time to time on any changes in the assignment.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of apprentice to initiate the on-boarding process.

You are required to enrol in <https://apprenticeshipindia.org/> on or before the date of joining.

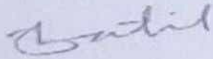
Start date: On or before 05-Nov-2020

Place of Work: Vizag

Address: Survey No: 410, Plot No: 14, SEZ Unit
Hill No: 3, Madhurawada(V), Rushikonda
Vizag- 530045
Andhra Pradesh

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Talent Acquisition SPOC Nishanth Mankali and Email - Nishanth.Mankali@cyient.com

For Cyient Ltd.



SAMIT SHIVGOUDA PATIL
Senior Director - L&D

Annexures:

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



Trainee Apprentice Signature

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Annexure 1

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04 November 2020

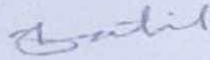
Dear Mullapudi Satya Sai Vara Prasad

Sub: Stipend Payable during Training period.

You shall be paid a monthly stipend of **INR 11,000/-** (Rupees Eleven Thousand only) for the first six months of your apprenticeship, based on you meeting the minimum performance criteria's and assignment continuity. The monthly stipend shall be increased to **INR 12,000/-** (Rupees Twelve Thousand only) for the next six months. You shall be entitled for Annual leaves, Group Personal Accident and Mediclaim benefits only.

You will also be eligible for a special stipend of **INR 6,000/-** (Rupees Six Thousand only) at the end of 6th month of your apprenticeship and another **INR 6,000/-** (Rupees Six Thousand only) on 12th month.

For Cyient Ltd.



SAMIT SHIVGOUDA PATIL

Senior Director - L&D



Trainee Apprentice Signature

Annexure 2

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

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

- Educational Documents(As applicable)
 - 10th Standard Mark Sheet
 - 12th Standard Mark Sheet
 - UG/Diploma Degree Certificate/Provisional and Mark Sheets
 - PG Degree Certificate/Provisional and Mark Sheets
- ID Proof
 - Aadhar Card (2 photocopies)
 - PAN Card (2 photocopies)
 - Passport
- Four Passport size photographs(Recent)
- A fitness certificate obtained from a registered medical practitioner

Other Details:

Reporting Time: 9 AM

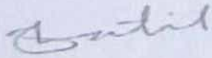
Venue: **Survey No: 410, Plot No: 14, SEZ Unit**

Hill No: 3, Madhurawada(V), Rushikonda

Vizag- 530045

Andhra Pradesh

For Cyient Ltd.



SAMIT SHIVGOUDA PATIL
Senior Director - L&D

Internal Reference: JR-019216

Annexure 3

Terms and conditions

1. Compensation

As detailed in Annexure 1

2. Education Qualification

This offer of apprenticeship to you is made based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

3. Transfer & Deputation

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

4. Code of Business conduct

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

5. Applicability of changes in the general terms and conditions of apprenticeship and policies made by the company subsequently.

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

6. Shifts

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

7. Leave

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

8. Medical Examination

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

9. Dress Code

While at work you are a brand ambassador for Cyient, and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

10. Performance Review

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for Apprentices which is operational in the company.


Trainee Apprentice Signature

11. Declarations & Information

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

12. Associate's Non-Disclosure agreement

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

13. Non-solicitation:

During the term of apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice or independent contractor associated with the Company to terminate or breach an apprenticeship, contractual or other relationship with the Company.

14. Termination of Apprenticeship

Either party can terminate this contract of apprenticeship without giving any reasons thereof subject to a minimum of one month's notice period (in writing). However, company reserves the right to pay one month's stipend in lieu of the notice period and terminate the contract with immediate effect.

15. Dismissal.

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

16. Voluntary Abandonment

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.

17. Surrender of Company assets and Exit Process.

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your apprenticeship before separation from the Company.

18. Travel

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

19. Contact information

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

20. Jurisdiction

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


Trainee Apprentice Signature

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21. Back Ground Verification

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

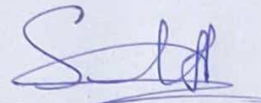
22. Extension of apprenticeship.

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

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

Date: 5-11-2020

Place: Vrakhapatnam.



Trainee Apprentice Signature