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06-Aug-2015

Bira Panda

C4915751

Hyderabad

Subject: Offer of Employment ("Offer")

Dear **Bira Panda**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Services Private Limited (hereafter referred to as 'Company') in our Delivery Centers for Technology, India, as per the below terms and conditions:

Role- **Software Engineering Sr. Analyst**

Career Level- **10**

Talent Segment-**Software Engineering**

Your joining location would be **Hyderabad**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Career Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

Acceptance and Commencement

Based on discussions so far you have confirmed that you will be able to join the Company on **31-Aug-2015**. Request you to send an email to **s.a.madhusudhanan@accenture.com** in response to this Offer to confirm your date of joining.

By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.

If we do not receive your acceptance before the expiration of seven (7) days from the date of this letter, or if, after your acceptance of this Offer, you have not joined the Company by aforementioned date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

Any request for change in date of joining must be sent to **s.a.madhusudhanan@accenture.com** at least 5 days prior to your date of joining as provided earlier. Please contact us immediately if you require an alternate joining date.

You are required to submit on the day of your joining, a signed copy of this letter along with copies of the following annexures:

- Annexure 1 (Compensation and Benefits)
- Annexure 3 (Declaration)
- Annexure 4 (Terms of Employment), with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with the mandatory documents listed in Annexure 2. After receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this Offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

Important to note: You are required to carry **two** hard copies of this Offer and Terms of Employment on the date of joining. One signed copy will be retained by the Company and the other will be returned to you.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique Candidate ID Number (i.e., 8 character alpha numeric number mentioned between your Full Name and Address at the top of this page):

Primary Point of Contact:

• **Madhu Sudhanan**

- Email Address - s.a.madhusudhanan@accenture.com
- Mobile Number - 9840395187

Alternately, if your query remains unanswered, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique CID number.

Recruitment team:

• **Pallavi Karthikeyan**

- Email Address - pallavi.karthikeyan@accenture.com

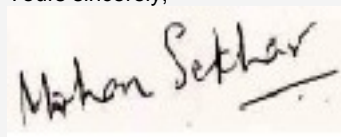
• **Ajay N Mudliar**

- Email Address - ajay.mudliar@accenture.com

After accepting this Offer, we encourage you visit Countdown to Accenture

<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>. This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at the Company. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

Yours sincerely,



Mohan Sekhar
Lead - Delivery Centres for Technology in India

ACKNOWLEDGED AND AGREED

Bira Panda

Date: _____

ANNEXURE 1

COMPENSATION & BENEFITS

Annual compensation structure as per the Company guidelines are:

Total Cash Compensation Elements*		
	Annual (Rs)	
(A) Annual Fixed Compensation	INR 757000/-	
(B) Local Variable Bonus (LVB) earning potential	Min.	Max.
	0%	15.65%
Annual Total earning potential (A+B)	Min.	Max.
	INR 757000/-	INR 875470/-
(C) Hot Skill Bonus	INR 86000/-	

***Total Cash Compensation Elements**

Annual Fixed Compensation**

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

Local Variable Bonus (LVB)

The LVB is an element of Total cash compensation which is linked to your most recent performance rating and performance of the Delivery Centers for Technology in India. In addition to these two components, your LVB is also linked to your Individual Utilization. At your career level, your LVB earning potential as part of the LVB programme can range from **0% to 15.65%** of your annual fixed compensation. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Delivery Centers for Technology in India during the year. More details on the Variable Bonus programme will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus programme guidelines.

ANNEXURE 1 (continued)

Hot Skill Bonus

Your annual Hot Skills Bonus (HSB) amount of **INR 86000/-** will be paid out in equal monthly installments with the monthly payroll. The HSB amount is in addition to your annual total earning potential. This amount will be prorated from the start of your employment and will exclude the period of leave without pay during the year. This is in recognition of your specific specialty/ skill and your proficiency level in the same. Your HSB eligibility will be reviewed periodically and may undergo a change based on the prevailing HSB guidelines. More details of the programme guidelines will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Hot Skills Bonus programme guidelines.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

1. Effective your date of joining, Medical Insurance for self, spouse and dependant children up to **INR 300000/-** per annum. Premium for this will be paid by the company.
 - a. You have the option of availing Accenture negotiated rates to cover your parents & any additional child under a separate Insurance plan up to INR 500000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependant children
 - 20% of such claims for parents under the separate Insurance plan
2. Personal Accident coverage for self up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to your annual fixed compensation with minimum cover of **INR 500000/-**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

ANNEXURE 2

On boarding details

REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Signed hard copy of the offer letter (mandatory to be submitted on day 1)
- Signed hard copy of the Terms of Employment (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Bira Panda

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."