



Date : February 18 2019

SUSHANT JOSHI

Offer Letter

Dear Sushant Joshi,

We at **ACCENTURE**, are pleased to induct you in our esteem organization as a **Software Engineer**, we would like to confirm your appointment based on the acceptance of the following:

Place of Posting:

You will be posted at **Hyderabad**, However during employment with the Company, you may be posted / transferred to any other Sector or Branch needed as per requirement.

Kindly confirm your earliest date of Joining with us.

Reporting:

You will be reporting to **Mr. Prasanna Krishna – Project Manager**.

Probation and Confirmation:

You will be initially on probation for a period of **3 (Three) months** during which you may be removed from your appointed post without giving any notice or reason thereof if not found satisfactory as per performance reviews. You will be given an appointment cum confirmation letter after the given probation period is over.

Salary and Allowances:

Your salary would be confirmed and communicated to you by concerned and the HR Manager. A detailed salary structure will be issued to you during your joining with a Salary break – up explained to you and other company policies. Other than this, a salary structure will be attached with the hard copy. Accenture Services Pvt Ltd.

Bldg. No. 1A and 1B
Raheja Mind Space,
Hitech City, Madhapur
Hyderabad - 500086

Increments and Incentive:

You are entitled to normal increments, which are normally based on consistency of performance review and reports along with this the front end will be appraised with an incentive as per targets achieved. The incentive is paid weekly as per the Policy.

Duties and Responsibilities:

The Company expects you to work with a high standard of initiative, efficiency and economy. You are expected to strictly follow the various company policies, Ethical Policy and Quality Policy.

You shall neither divulge nor give out information to any unauthorized person during the period of your service or even otherwise or even otherwise, particulars about the products and services, technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature which may be your privilege to know by virtue of your being our employee.

You will be governed by the general policies of the company with regards to leave and other administrative matters that may come in force from time to time.

Any employee wishing to resign must communicate his intent in writing for acceptance by the Management. On acceptance of resignation, employee must serve the applicable notice period of **60 days**. In the event of separation, the notice period applicable to the organization as well as the employee is 60 days.

You will agree not to take up any other assignments during the association with us. Even after disassociating with us. You will not take any assignments with our partners, customers or any competitors for a period of least 2 years after separations.

Please sign the attached copy of this Letter as a token of acceptance of the terms and conditions embodied herein within **5 (Five)** days after you receive the Letter.

We welcome you to our team for a long, successful and mutually rewarding relationship.

Wish you a very Happy Joining with ACCENTURE.

For ACCENTURE

Sincerely,



B. Kishore
HR- Manager
ACCENTURE
Hyderabad

Accenture Services Pvt Ltd.
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Hitech City, Madhapur
Hyderabad – 500086.

Terms and Conditions

1. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. Salary revision

Your salary will be reviewed on April 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

3. Posting & Transfer

Your initial posting will be at "**Hyderabad**". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. Probation:

That you will be on probation for a period of **three months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

5. Full time employment :

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

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6. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

7. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

8. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

9. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

10. Retirement

The retirement age is **58 years**. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

11. Notice Period

After conformation of services this engagement may be terminated by either party by giving to other at any time notice of two months in writing or payment in lieu of reduced notice period, which subject to the mutual agreement from both the parties. Notwithstanding anything to the contrary herein contained including willful insubordination, disobedience, theft, fraud, habitual absence without approval leaves etc., and non-performance on your part will entitle the company to terminate your services without notice and no monetary liability in lieu of notice.

12. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the Accenture Services Pvt Ltd.

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services can be terminated from either side by giving **two months** (60 days) notice or salary in lieu thereof. Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

13. Return of Property

On termination of services or demand upon of the company the employee shall deliver up to the company all keys, Pass card, Laptop, Identification Card, listings, any other belongings to the company. Furthermore the employee warrants and undertakes that he or through a third person will not make or allow to be made any copy or records in any forms of the above mentioned materials.

14. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,

For



B. Kishore
HR- Manager
Accenture
Hyderabad

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.
(Signature and Date)

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