

STRICTLY PRIVATE & CONFIDENTIAL

Ref: App/I3L/Campus/454/2021-22

06 Jan 2022

Rekha Arjun Paraganve
Sree ladles girls PG, 36th cross,
19th main road, HBR layout, 5th block
Bengalore, Karnataka 560043

Sub: Appointment Letter

Dear Rekha Arjun Paraganve

We are pleased to offer you appointment as Associate IT Consultant (Grade "IS1") in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from 11-Jan-2022

Please note that you will be required report to our office at Bangalore on the date of joining and your initial posting will be to Bangalore

1. This appointment is subject to

- a) Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b) You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c) The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d) Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother, or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e) Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f) The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test