



## **APPOINTMENT LETTER**

June 22, 2020

Dear Anshu Gupta,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Software Trainee**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a 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 Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer 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 the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

#### **Registered Office:**

Wipro Limited T : +91 (80) 2844 0011  
Doddakannali F : +91 (80) 2844 0064  
Serjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : LB2102KA1845PLC020900

  
Director, Corporate Affairs  
Invertis University  
Bareilly  
Registrar  
Invertis University  
Bareilly



**Pre Joining Program.(PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on   /  /  

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date:   /  /    
Place: \_\_\_\_\_

Registered Office:  
Wipro Limited      T : +91 (80) 2844 0011  
Doddakannelli    F : +91 (80) 2844 0054  
Sarjapur Road    E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India              C : L32102KA1B45PLC020800

Director Corporate Relations  
Invertis University  
Bareilly

Registrar  
Invertis University  
Bareilly



**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : Anshu Gupta**

**Position: Software Trainee**

**Career Group: TRB - II**

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
Other Compensation Benefits	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay (5% of CTC)	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*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.

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