

06-May-2025

Devika Gurralla
Hyderabad
Hyderabad - 500003,
India.

Dear **Devika,**

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Digitide Solutions Limited** Offices / Centre for a period of **12 Months** from Date of Joining. You shall report to the training on or before **07-May-2025** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at **Hyderabad (B)**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 3 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 3 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

Registered Office: Digitide Solutions Limited

Quess House 1st Floor, 3/3/2, Quess House, Bellandur Gate, Sarjapur Main Road, Bengaluru Urban, Karnataka 560103
CIN No: U62099KA2024PLC184626

Corporate Office: Digitide Solutions Limited

SS Plaza, 74, 27th Main, Old Madiwala, Jay Bheema Nagar, 1st Stage BTM Layout, Bengaluru, Karnataka 560068
CIN No: U62099KA2024PLC184626

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount (₹) Per Month
A. BASIC STIPEND	11,908
B. PERFORMANCE BONUS : Paid based on performance on an Annual / Quarterly Basis	
PERFORMANCE PAY (4.5 % of the Basic Stipend)	536
C. Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180
D. GROSS STIPEND (A+B)	12,444
E. Employee Insurance Contribution	150
E. GROSS STIPEND	12,294

You will be covered under insurance as per the company policy which can change time to time as per the management discretion

During the period of training you will be paid Stipend of **Rs. 11,908** per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards.

For Quess Corp Limited.



Anuja Niyogi
Associate Vice President | Human Resource
Digitide Solutions Limited

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Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

If you are found guilty of producing fake documents or misleading information, your services are liable to be terminated forthwith, and any compensation paid to you would be recovered without prejudice to the rights of the company to take legal action.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name: **Devika Gurralla**

Date: **06-May-2025**

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