

YOU'RE ONE OF A KIND.  
YOU'RE AN #EPAMER!



### Congratulations and Welcome to EPAM!

We are excited to have you onboard in what we are sure will be an exciting journey! We wish that you achieve all that you aspire for in your career here at EPAM.

At EPAM, our people are the source of our success and we are committed to providing numerous opportunities for smart, self - motivated, pro - active and collaborative individuals to learn and grow. We invest in EPAMers around the world, helping to find and develop the brightest minds and to build dynamic,lasting careers.

EPAM Systems, Inc. (NYSE: EPAM) has leveraged its software engineering expertise to become a leading global product development, digital platform engineering, and top digital and product design agency since its inception in 1993. Through its 'Engineering DNA' and innovative strategy, consulting and design capabilities, EPAM works in collaboration with its customers to deliver next - gen solutions that turn complex business challenges into real business outcomes. EPAM's global teams serve customers in over 25 countries across North America, Europe, Asia and Australia. EPAM is a recognized market leader in multiple categories among top global independent research agencies and was one of only four technology companies to appear on Forbes 25 Fastest Growing Public Tech Companies list every year of publication since 2013.

As we wait for you to come onboard and experience this dynamic culture, we recommend that you make time to go through [www.welcome.epam.in](http://www.welcome.epam.in) to understand life and culture at EPAM India.

Please do remember to send in your offer acceptance acknowledgement on the new hire portal, the link for which has been emailed to you. This portal also includes information on the list of activities planned for you in the first few days of your joining, to ensure that your assimilation in the EPAM system is smooth and hassle - free. In case you have more questions, or are facing some issues , please raise them on the portal and our team will revert with a response at the earliest opportunity.

Congratulations once again for becoming an EPAMer. You surely are one of a kind!

Regards,

Srinivas Reddy

EPAM India GDO Head

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### EPAM Systems India Private Limited

CORPORATE OFFICE (HYDERABAD): Salarpuria Sattva Knowledge City, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> Floors, Unit 2&3, Plot No. 2, Phase 1, Survey No. 83/1, Raidurg Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500081. INDIA. Ph.: +91 40 4797 9900. GSTIN: 36AAACW2012R1Z6

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CIN: U74140TG1997PTC028582  
E-mail: [corporateindia@epam.com](mailto:corporateindia@epam.com)  
[www.epam.com](http://www.epam.com)

For CRC Department

  
Senior Manager  
Uttaranchal University  
Dehradun



December 25, 2023

To,

Aakash Tyagi  
Kishanpur Majra(Jaroda Panda),Jadauda Panda,  
Saharanpur-Up-247453

Dear Aakash,

**Sub: Offer of appointment for the post of "Junior Software Engineer"**

Congratulations!!!

Subsequent to the discussion we had recently with you, we are pleased to offer you an appointment with EPAM Systems India Private Limited (the **Company**) as per the terms and conditions mentioned below:

#### **1. DATE OF JOINING**

Your employment will commence from **January 08, 2024**.

#### **2. DESIGNATION: Junior Software Engineer**

#### **3. PLACEMENT OF WORK**

(i) Your place of work will be at **Hyderabad**.

(ii) You may be required to work in any Position, Department or Shift as you may be assigned from time to time.

(iii) During your employment, you may be transferred to any of the establishments of the Company or its associated Companies in which case you will be governed by the rules and regulations applicable to that establishment.

#### **4. WORKING HOURS**

Company follows 9 hour workday and 05 working days a week, with Saturday and Sunday as weekly off for General shift associates. The core working hours are from 9 AM to 6 PM. These working hours and working days would vary depending on project requirements and at company discretion with reasonable notice in accordance with applicable laws. If you are designated to work in shifts, you shall be eligible for shift allowance as per company policy.

#### **5. SECRECY**


(i) Your employment is a full-time assignment and you shall devote your whole time and attention to the interest of the Company and shall not engage yourself in any other business/occupation, whatsoever.

(ii) You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position or responsibility occupied by you.

(iii) You shall not, at any time, during your employment or thereafter, disclose to any person, firm or Company any information concerning the affairs of the Company or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.

(iv) You are required to sign the non-disclosure agreement in the prescribed format which shall form a part of these terms and conditions.

For CRC Department

  
Senior Manager  
Uttaranchal University  
Dehradun



## 6. KEY POLICIES, PROCEDURES AND PRACTICES

During your employment with EPAM (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) EPAM policies and procedures on, and any other obligations relating to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You should familiarize yourself with all policies and procedures that apply to your grade and business area as set out on intranet Info.epam.com.

## 7. TERMINATION OF SERVICE

- (i) This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other Company policies and procedures which you agree to observe and follow during your internship and, if applicable, subsequent employment with EPAM. These Company policies and procedures may be varied from time to time.
- (ii) If at any time, in the opinion of the Company, which shall be final, you are deemed insolvent or are found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company's interests or of violation of one or more terms of this letter, your services may be terminated immediately.
- (iii) You have been offered this position on good faith that all the information and documents provided by you at the time of engagement for this employment are true and correct. Your continued engagement is contingent upon satisfactory background verification. EPAM reserves the right to terminate your engagement without notice if the information and documents provided by you are found incorrect. EPAM warrants the right to recover the costs incurred to perform the check and withhold your salary thereby.
- (iv) Absences from Work: Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

## 8. NOTICE PERIOD

Your services can be terminated by giving **60 days'** notice in writing or Notice period payment in lieu of notice if any allegation bounded legally in primary inquiry that you have committed any crime such as rape, fraud, theft, murder and sexual harassment as per EPAM policy and local legislation Epam also expect you to provide above facts voluntarily. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. If during the notice period you are absent without permission, your services can be terminated without any notice. Any reduction/ waiver of the notice period shall be at the sole discretion of the Company. The Company may adjust the balance of annual leave, while granting such a reduction/ waiver.

## 9. RULES & REGULATIONS

During your employment, you will be governed by the rules, regulations of service and orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders.

This offer will automatically lapse if not accepted within one (1) week from the date of this letter.

For CRC Department

  
Senior Manager  
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#### 10. NON-COMPETE CLAUSE

For a period of 12 months after the termination of your employment, you must not be employed or engaged (in any capacity) by a customer of EPAM on whose account you worked during your employment with EPAM in the last 12 month before termination of your employment.

#### 11. PERSONAL INFORMATION

During the process of your employment with Epam you may provide or confirm the confidential data or any information that is related to you personally, including without limitation to your email, contact details, taxation, family records, medical records (PI). You confirm that Epam may collect use, transfer, store or process such PI as per EPAM policies, for Epam benefits, Background verifications, financial and accounting aspects and for risk management purposes.

#### 12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 65 years and shall have no claim to be continued in the services of the Company thereafter.

#### 13. COMPENSATION STRUCTURE

The company may, at any time, review and/or restructure the compensation package based on Epam Policy or any local legislation changes.

#### 14. TAX IMPLICATION

You are responsible for declarations and implications for all your personal income tax and filing returns on yearly basis.

#### 15. PAYROLL DATE

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the last working day of the month for associates joined before payroll cut off i.e 15th of every month.

#### 16. TOTAL REWARDS

EPAM offers a Total Rewards plan with a comprehensive compensation package per market standards, including an excellent benefits program comprising health, finance and wealth, work/life balance, and learning and career benefits.

##### i. COMPENSATION

EPAM is an equal opportunity employer. We believe in Fair and equitable compensation for every associate. We always value excellence and high performance.

Your total salary per annum is **INR 800,000 (Rupees Eight Lakhs only)** per annum as per details provided in Annexure-I.

The salary includes Retention Bonus of **INR 2,00,000(Rupees Two Lakhs Only)** payable after a year from the date of movement to Production and successfully completing the first level up provided your ongoing, active engagement with the Company (Not Resigned/On-notice) on the payout date.

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## ii. LEAVE

You will be entitled for below leaves on prorata basis as per EPAM leave policy.

Leave Type	Duration
Regular Vacation (EL)	15 days leave in a calendar year
Other Leaves	6 days Sick leave & 6 days Casual leave in a calendar year

## iii. HOLIDAYS

You shall be eligible for 10 holidays in a calendar year per the published calendar. Associates working out of client locations shall follow the client holiday calendar.

## iv. HEALTH AND WELL-BEING

EPAM promotes employee health and wellbeing and help create positive working environments where individuals and organisations can thrive. We believe good health and wellbeing are core enabler which drives employee engagement and organizational performance.

### Health Insurance:

You shall be covered under the following Insurance benefits from the date of joining:

Policy	Details
<b>Group Medical Health Insurance</b>	<b>New flex benefits plan – choice to choose what works for you and your family</b> <b>Medical - Employees will be covered in the core plan for a cover of INR 500,000</b> <ul style="list-style-type: none"><li>• Choose Sum insured: INR 500,000 to 20,00,000</li><li>• Choose Family options: E only, EPZ, ESCZ, ESCP/PIL, ESCP+PIL+Z</li><li>• Choose Additional modules – Silver, Gold, OPD plans</li></ul> <b>Critical Illness - Financial protection against unexpected long-term illness</b> <ul style="list-style-type: none"><li>• Options – INR 500,000 or INR 10,00,000 or INR 15,00,000</li></ul> <b>Wellness Pack - 3 options – Gym, Self defense, Personal device, De-stress, Lifestyle</b> <b>Plan options: E-Employee, P-Parents, Z-Sibling, S-Spouse/Partner, PIL- Parent In Laws, C-Children</b>
<b>Group Personal Accidental Insurance</b>	Employee Cover – 3 X CTC; min sum Insured. benefit – INR 50,00,000 - whichever is higher.
<b>Term Life Insurance</b>	Employee cover; Cover – 3 X CTC; min. benefit – INR 50,00,000 – whichever is higher.
<b>Future Service Gratuity</b>	Future Service Gratuity will be covered for any unforce situation (Death), FSG will be paid to Nominees considering Date of Death to retirement age i.e., 65 yrs. Formula linked, based on Basic Salary

Employees can continue to purchase benefits after they have exhausted the allocated flex points and fund the balance through salary contribution. The points are valid for one plan year - **39,000 flex points; 1 flex point = 1 INR.**

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**Practo:**

Epam has partnered with Practo and you are eligible for free online Doctor consultation. For more information you can refer to KB Page post your joining.

**Round glass:**

Epam has partnered with round glass, and you will be able avail coach-led programs in the areas of nutrition, fitness, mental health and mindfulness. For more information you can refer to KB Page post your joining.

**v. STATUTORY BENEFITS**

All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, the Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

**Gratuity** - Upon cessation of employment and, if applicable, subsequent employment after completion of continuous service of at least four (4) years and 182 days with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act 1972. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

**Provident Fund** - You will be covered under Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation. Your contribution towards PF will be made from the monthly stipend.

**ESIC (Employees' State Insurance Corporation)** - In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

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**vi. FLEXIBLE BENEFITS (For Tax exemption purpose):**

You can utilize your other allowances mentioned in below Annexure-II for Flexible benefits as a component to your salary structure that you can select from the list below to avail of tax benefits per the Income Tax Act provisions and as provided for in the payroll structure/policy of the company. Conditions and limitations may apply.

Allowance Type	Limit
Lunch Allowance	Maximum of INR 2200/- per month
Telephone & Internet	Maximum of INR 2000/- per month
Children Education	Maximum of INR 100/- for education and INR 300/- for boarding expenses per child and for a maximum of two children
Leave Travel Assistance	Leave Travel Allowance is allowed twice in a block of four years as stipulated in the Income Tax Act
Business Attire	Maximum of INR 1000/- per month
Car Fuel, Maintenance Allowance	Maximum Limit per month – Rs. 1800/2400 (CC of engine < 1.6 litres & > 1.6 litres)
Professional Development	Maximum of INR 1000/- per month
National Pension Scheme	Maximum 10% of Basic per month

**vii. REWARDS AND RECOGNITION PROGRAMS**

EPAM acknowledges employee contributions, commitment and efforts towards endeavors and achievements. The Company promotes performance and optimistic behaviors through various monetary and non-monetary Rewards and Recognition programs.

**viii. RELOCATION**

EPAM shall reimburse your relocation expenses as per actual incurred up to a limit of INR 50000 upon successful completion of background verification check. The relocation expenses should be claimed within 60 days from the date of expense incurred/Date of joining whichever is later. The relocation expenses are paid in good faith that our association would be for long term and in case you are leaving within 1 year of your active association with the company from your date of joining; you would have to reimburse the amount to the company.


**ix. CAREER DEVELOPMENT**

We are huge advocates for your career development. We will encourage you to move to higher/new roles and reach your potential by frequently helping you to enhance skills or acquire new skills.

**17. EPAM Campus Lab Training:**

EPAM Campus Lab Training is designed to enhance the technical and behavioral skills relevant to the industry or job role. The 3 – 6 months training program will focus on technical skills development, soft skills, project work, industry insights and mentorship to make you future ready for the client interviews and job role. Your performance during the training period will be assessed through Skill Assessment after completion of training. Please note if you fail to clear the skill assessment, Company can terminate your employment by giving immediate notice.

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**ANNEXURE I****COMPENSATION STRUCTURE:**

Based on your performance during training period and assessment, your revised Compensation Structure would be as per the below:

Components	Amount in INR / Annum	Amount in INR / Month
Basic	1,71,360	14,280
HRA	68,544	5,712
Bonus (Statutory)	16,800	1,400
Other Allowances*	3,13,458	26,122
Gross	5,70,162	47,514
PF - Employer's Contribution	21,600	1,800
Gratuity	8,238	687
Fixed Compensation	6,00,000	50,000
CTC	6,00,000	50,000
Retention Bonus**		2,00,000
CTC with Retention Bonus		8,00,000

\* You can opt for Flexible Benefits as mentioned in Clause 16(vi).

\*\* Retention Bonus of INR 2,00,000 will be paid post completion of one year from the date of movement to production and successfully completing the first level up. Retention Bonus if paid, will be added to the salary structure in April 2025.

\* The above Compensation Philosophy is subject to change on the discretion of the management.

For CRC Department  
  
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**You are requested to submit a copy of all the below mentioned documents. All the documents are mandatory to submit on the day of your joining:**

- i) Certificates in proof of your educational qualifications (X, XII, Graduation, Masters for the years/semesters completed)
- i) Address and ID proof (Passport, Aadhaar & PAN)
- ii) Four passport size Photographs (the background should be white)
- iii) Resume

**You are requested to report for duty formally on or before at 10:30 AM.**

Thanking you,

Yours faithfully

**For EPAM Systems India Private Limited**

**SRINIVAS  
MUMMAREDDY**  
Srinivas Reddy  
Managing Director

Digitally signed by  
SRINIVAS MUMMAREDDY  
Date: 2023.12.25 11:57:17  
+05'30'

For CRC Department

  
Senior Manager  
Uttaranchal University  
Dehradun