

**ACADEMIC YEAR**  
**2022-23**

11<sup>th</sup> May 2023

To,

**Mr. Druva Kumar B S**  
Yelahanka New Town  
Bangalore - 560 064  
PH: 7090004605

**Kind Attn: Mr. Druva Kumar B S,**

**Sub: Offer for the post of Graduate Engineer Trainee - Reg.**

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Regional Office - Bangalore, NCC Urban Windsor, 3<sup>rd</sup> Floor, New Airport Road, Jakkur Aerodrome, Bangalore - 560 064.

**Contact Person: Mrs. Savitha M, PH: 080-46994699**

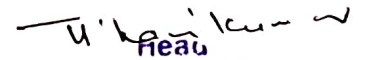
This appointment offer is subjected to submission of your engineering degree completion certificate.

Detailed pay structure for this post is enclosed herewith.

Regards  
For NCC URBAN INFRASTRUCTURE LTD.



NAVEEN N  
SR. MANAGER (HR)



Heau  
Dept. of Civil Engg.  
MVIT, Bangalore-562 157

## NCC Urban Infrastructure Limited

Regional Office : NCC Urban Windsor, 3rd Floor, New Airport Road, Opp. Jakkur Aerodrome, Bengaluru - 560 064  
T +91 80 4699 4699 / 4147 2999 / 4151 2495 / 96 / 97, F +91 80 4127 3677 nccurban.com CIN : U45200TG2005PLC048375  
Registered Office : Sy. No. 64, NCC House, 7th Floor, Madhapur, Hyderabad - 500 081 T +91 40 2326 8888



11<sup>th</sup> May 2023

To,

**Ms. Kavya Y Dalawaj**  
Bagalkote - 587125  
PH: 7259080973

**Kind Attn: Ms. Kavya Y Dalawaj,**

**Sub: Offer for the post of Graduate Engineer Trainee - Reg.**

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Regional Office - Bangalore, NCC Urban Windsor, 3<sup>rd</sup> Floor, New Airport Road, Jakkur Aerodrome, Bangalore - 560 064.

**Contact Person: Mrs. Savitha, PH: 080 - 46994699**

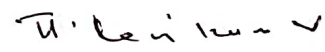
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Detailed pay structure for this post is enclosed herewith

**Regards**  
**For NCC URBAN INFRASTRUCTURE LTD.**



**NAVEEN N**  
**SR. MANAGER (HR)**

  
**Head**  
**Dept. of Civil Engg.**  
**MVIT, Bangalore-562 157**

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**Registered Office :** Sy. No. 64, NCC House, 7<sup>th</sup> Floor, Madhapur, Hyderabad - 500 081 **T +91 40 2326 8888**

11<sup>th</sup> May 2023

To,

Mr. Chethan Kumar  
Dodarayappanahalli  
Bangalore  
PH: 9686426117

Kind Attn: Mr. Chethan Kumar,

Sub: Offer for the post of Graduate Engineer Trainee - Reg.

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Regional Office - Bangalore, NCC Urban Windsor, 3<sup>rd</sup> Floor, New Airport Road, Jakkur Aerodrome, Bangalore - 560 064.

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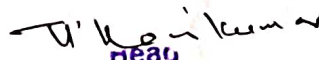
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Regards

For NCC URBAN INFRASTRUCTURE LTD.



NAVEEN N  
SR. MANAGER (HR)

  
Dept. of Civil Engg.  
M V I T, Bangalore-562 157

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11<sup>th</sup> May 2023

To,

Ms. Tanuja S  
Doddaballapura  
561203  
PH: 8217649490

Kind Attn: Ms. Tanuja S,

Sub: Offer for the post of Graduate Engineer Trainee – Reg.

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Regional Office - Bangalore, NCC Urban Windsor, 3<sup>rd</sup> Floor, New Airport Road, Jakkur Aerodrome, Bangalore – 560 064.

Contact Person: Mrs. Savitha M, PH: 080 - 46994699

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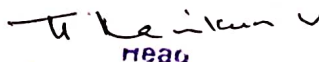
Detailed pay structure for this post is enclosed herewith

Regards

For NCC URBAN INFRASTRUCTURE LTD.



NAVEEN N  
SR. MANAGER (HR)

  
neagu  
Dept. of Civil Engg.  
M VIT, Bangalore-562 157

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11<sup>th</sup> May 2023

To,

Mr. Kiran Gowda  
Kodagu  
571234  
PH: 6366307394

Kind Attn: Mr. Kiran Gowda,

Sub: Offer for the post of Graduate Engineer Trainee – Reg.

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Regional Office - Bangalore, NCC Urban Windsor, 3<sup>rd</sup> Floor, New Airport Road, Jakkur Aerodrome, Bangalore – 560 064.

Contact Person: Mrs. Savitha M, PH: 080 - 46994699.

This appointment offer is subjected to submission of your engineering degree completion certificate.

Detailed pay structure for this post is enclosed herewith

Regards

For NCC URBAN INFRASTRUCTURE LTD.



NAVEEN N  
SR. MANAGER (HR)



near  
Dept. of Civil Engg.  
MVIT, Bangalore-562 157

## NCC Urban Infrastructure Limited

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11<sup>th</sup> May 2023

To,

Mr. Madakasira Chinmaya Vikas  
Andra Pradesh  
PH: 944014041

Kind Attn: Mr. Madakasira Chinmaya Vikas,

Sub: Offer for the post of Graduate Engineer Trainee – Reg.

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Head Office-Hyderabad, Sy No 64, Madhapur, 7th Floor, Near Inorbit Mall, Hyderabad – 500 081.

Contact Person: Mr. Appajii, PH: 09392219069 / 9949833244.

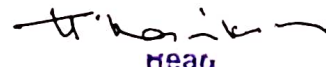
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For NCC URBAN INFRASTRUCTURE LTD.



NAVEEN N  
SR. MANAGER (HR)



near  
Dept. of Civil Engg.  
MVIT, Bangalore-562 157

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11<sup>th</sup> May 2023

To,

**Mr. Mahesh Kumar V K**  
Kalburgi  
PH: 9148741915

Kind Attn: Mr. Mahesh Kumar V K,

**Sub: Offer for the post of Graduate Engineer Trainee – Reg.**


This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Head Office-Hyderabad, Sy No 64, Madhapur, 7th Floor, Near Inorbit Mall, Hyderabad – 500 081.


Contact Person: Mr. Appaji, PH: 09392219069 / 9949833244.

This appointment offer is subjected to submission of your engineering degree completion certificate.

Detailed pay structure for this post is enclosed herewith

Regards  
For NCC URBAN INFRASTRUCTURE LTD.

  
NAVEEN N  
SR. MANAGER (HR)

  
11926  
Dept. of Civil Engg.  
M.V.I.T. Bangalore-562 157

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Registered Office : Sy. No. 64, NCC House, 7th Floor, Madhapur, Hyderabad - 500 081 T +91 40 2326 8888

11<sup>th</sup> May 2023

To,

Mr. Ashok B  
Kalburgi  
PH: 9535121913

Kind Attn: Mr. Ashok B,

**Sub: Offer for the post of Graduate Engineer Trainee – Reg.**

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Head Office-Hyderabad, Sy No 64, Madhapur, 7th Floor, Near Inorbit Mall, Hyderabad – 500 081.

Contact Person: Mr. Appajii, PH: 09392219069 / 9949833244.

This appointment offer is subjected to submission of your engineering degree completion certificate.

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Regards  
For NCC URBAN INFRASTRUCTURE LTD.



NAVEEN N  
SR. MANAGER (HR)



Dept. of Civil Engg.  
M VIT, Bangalore-562 157

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11<sup>th</sup> May 2023

To,

Mr. Sudeep G  
Kolar  
PH: 9019581459

Kind Attn: Mr. Sudeep G,

Sub: Offer for the post of Graduate Engineer Trainee – Reg.

This has a reference to the interview you had attended on 7<sup>th</sup> January 2023 & subsequent discussions we had with you, we are happy to inform you that you have been selected for the post of Graduate Engineer Trainee. You are required to report to the duty on 10<sup>th</sup> August 2023 at our Head Office-Hyderabad, Sy No 64, Madhapur, 7th Floor, Near Inorbit Mall, Hyderabad – 500 081.

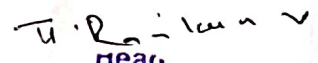
Contact Person: Mr. Appaji, PH: 09392219069 / 9949833244.

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Regards  
For NCC URBAN INFRASTRUCTURE LTD.

  
NAVEEN N  
SR. MANAGER (HR)

  
T. R. Srinivas  
neagu  
Dept. of Civil Engg.  
MVIT, Bangalore-562 157

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11<sup>th</sup> May 2023

To,

Mr. Nishant Goyal  
Bihar  
PH: 8529791042

Kind Attn: Mr. Nishant Goyal,

Sub: Offer for the post of Graduate Engineer Trainee – Reg.

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Contact Person: Mr. Appaji, PH: 09392219069 / 9949833244.

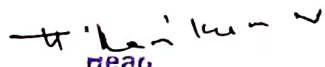
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SR. MANAGER (HR)

  
Head  
Dept. of Civil Engg.  
MVIT, Bangalore-562 157

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# Accenture Solutions Private Limited

## Letter of Authorization

(For use of personal information and sensitive personal data or information)

### To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

**I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer**

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

- a) Affiliates of Accenture for administrative purposes and/or audit;
- b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.



# Accenture Solutions Private Limited

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

## Data Privacy Notice

### I understand that:

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

As a global organization, my personal data may be transferred to other Accenture offices in Accenture's worldwide organization. Accenture has put in place adequate measures such as standard contractual clauses, inter-company agreements or binding corporate rules to protect my information during any transfers of my personal to other Accenture offices from within India to outside India (cross-border transfers).

My rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) are as follows:

- request access to, including a copy of, my personal data;
- request rectification of my personal data;
- request the erasure of my personal data;
- object to the processing of my personal data;
- request the restriction of the processing of my personal data;
- to withdraw my consent to the processing of my personal data at any time by Accenture. This will not affect the right to process personal data obtained prior to the withdrawal of my consent, or its right to continue parts of the processing based on other legal bases than consent.

Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws, and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at [dataprivacyofficer@accenture.com](mailto:dataprivacyofficer@accenture.com). If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

Signature

: Kowslika Reddy

Full Name in Capitals: KANDANOLU KOWSHIKA REDDY

Date

: 07032023

**Note instruction:** You can either download, manually sign, scan and upload the document or choose to download, e-sign and upload.

# Accenture Solutions Private Limited

## Letter of Authorization

(For use of personal information and sensitive personal data or information)

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I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

**I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer**

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- a) Affiliates of Accenture for administrative purposes and/or audit;
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I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.



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I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

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### **I understand that:**

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

As a global organization, my personal data may be transferred to other Accenture offices in Accenture's worldwide organization. Accenture has put in place adequate measures such as standard contractual clauses, inter-company agreements or binding corporate rules to protect my information during any transfers of my personal to other Accenture offices from within India to outside India (cross-border transfers).

My rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) are as follows:

- request access to, including a copy of, my personal data;
- request rectification of my personal data;
- request the erasure of my personal data;
- object to the processing of my personal data;
- request the restriction of the processing of my personal data;
- to withdraw my consent to the processing of my personal data at any time by Accenture. This will not affect the right to process personal data obtained prior to the withdrawal of my consent, or its right to continue parts of the processing based on other legal bases than consent.

Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at [dataprivacyofficer@accenture.com](mailto:dataprivacyofficer@accenture.com). If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

**Signature**

: 

**Full Name in Capitals:**

NIKITA SHRIKANT PAI

**Date**

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**Note instruction:** You can either download, manually sign, scan and upload the document or choose to download, e-sign and upload.

## Letter of Authorization

(For use of personal information and sensitive personal data or information)

### To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

**I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer**

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

- a) Affiliates of Accenture for administrative purposes and/or audit;
- b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.

## Accenture Solutions Private Limited

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

### Data Privacy Notice

#### **I understand that:**

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

As a global organization, my personal data may be transferred to other Accenture offices in Accenture's worldwide organization. Accenture has put in place adequate measures such as standard contractual clauses, inter-company agreements or binding corporate rules to protect my information during any transfers of my personal to other Accenture offices from within India to outside India (cross-border transfers).

My rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) are as follows:

- request access to, including a copy of, my personal data;
- request rectification of my personal data;
- request the erasure of my personal data;
- object to the processing of my personal data;
- request the restriction of the processing of my personal data;
- to withdraw my consent to the processing of my personal data at any time by Accenture. This will not affect the right to process personal data obtained prior to the withdrawal of my consent, or its right to continue parts of the processing based on other legal bases than consent.

Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at [dataprivacyofficer@accenture.com](mailto:dataprivacyofficer@accenture.com). If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

**Signature** : \_\_\_\_\_

**Full Name in Capitals:**

**Date** : 

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**Note instruction:** You can either download, manually sign, scan and upload the document or choose to download, e-sign and upload.

# BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

**Date: 04/05/2023**

**Alok Kumar**

**C11868342**

**70/2 Mookambikka layout Royal Street Abbigere Chikkabanavara Post**

**6363479068**

Dear **Alok Kumar**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

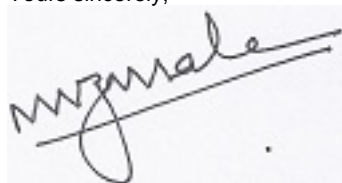
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Alok Kumar**

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 14,300/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 461200/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your

indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**(C)Joining Bonus:**

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

**2. Personal Accident coverage for self, up to three times your annual fixed compensation.**

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

**3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.**

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

# (D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **ANNEXURE II**

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
  2. Original marksheet of all semester (PG/UG).
  3. Original provisional degree certificate or convocation degree certificate.
  4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
  5. Copy of Degree/PG/Diploma (as applicable) certificates.
  6. Passport copy, if available (if not please apply immediately).
  7. Pan Card
  8. Certification Completion Document (as mentioned in the eligibility criteria)
  9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



#### **ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

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**Alok Kumar**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



To,

**Name :** Spoorthi P K Prakash

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Spoorthi P K Prakash,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"

Monday, December 12, 2022

## OFFER FROM ARYAKA NETWORKS

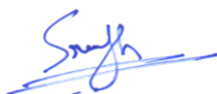
Dear Harshita Srivastava

We are pleased to provide our offer of employment ("*Offer*") for you at **ARYAKA NETWORKS INDIA PRIVATE LIMITED**, Bangalore, India.

1. The Offer is contingent upon the following actions:
  - (i) Your acceptance of this Offer (by returning a copy of this page with your signature at the bottom) no later than **14 December 2022**.
  - (ii) Your Successful Completion of Project Internship as stated in any Internship Letter, if applicable.
  - (iii) Your completion of the graduation or post-graduation course. It is mandatory to provide the course completion certificate on the date of joining.
  - (iv) Your reporting work no later than **04 September 2023**.
  - (v) Your signing of the Employee/Appointment Agreement and Non-disclosure Agreement on the day you report to work.
2. This Offer, including salary, salary adjustments, benefits details, and related information, is confidential between you and the Company. You shall not share this information publicly or with co-workers and/or anyone inside Aryaka other than your management chain or personnel in the Accounting or Finance with a need to know, directly or indirectly by any means (e.g., verbally, or in writing).
3. The offered role is not a remote role. Your place of work shall be Bangalore, India.
4. Your salary break-up will be as per the attached **Exhibit**.
5. A recommendation will be made to the Company's Board of Directors (the "*Board*") that you be granted a stock option to purchase up to **5000 Shares** of the Company's common stock (the "*Option*"). The Option will be subject to dilution, the full risk of which you will bear as holder of the Option. If the Option were approved, you will have the right to buy only the number of shares of the Company's common stock listed above, subject to the terms and conditions of the Company's 2019 Equity Incentive Plan and the stock option agreement under which the Option would be granted. Neither the Option nor anything in this letter will entitle you to purchase additional shares of the Company's common stock or otherwise guarantee that you will maintain any specific percentage interest in the Company's common stock or capitalization. The per-share exercise price of the Option will be equal to the fair market value of the common stock on the date the Board approves the Option grant to you.
6. This Offer has been issued based on the information furnished by you at the time of selection or interview. However, if there is a discrepancy found in your credentials and/or salary documents of your previous employer provided by you during the verification process, the Company deserves the right to revoke this Offer or take any action that it may deem fit.

We welcome you to the Aryaka family and look forward to a long and mutually beneficial relationship with you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sreekanth'.

Sreekanth Velagapudi

Vice President Global HR

Employee Initials: [candidate-sign-1] \_\_\_\_\_

**ARYAKA NETWORKS INDIA (P) LTD.**

**EXHIBIT**

Name	Harshita Srivastava	
Designation	Technical Support Engineer I	
TOTAL REMUNERATION WORKSHEET		
Salary Components	Monthly (INR)	Annual (INR)
Basic	20,000	2,40,000
Flexible Benefit Component (FBC)*	26,534	3,18,408
Statutory Bonus	1,666	19,992
Company's Contribution to PF	1,800	21,600
Base Salary (1)	50,000	6,00,000
Shift Allowance** (2)	14,667	1,76,000
Broadband - INR 1600 Per Month Paid on Actuals	1,600	19,200
Non-Cash Food Allowance	4,200	50,400
Insurance *** - Non-Cash - Premium Paid by the company	2,667	32,000
Transport - Non-Cash - Company Sponsored	8,000	96,000
Gratuity - Non-Cash	962	11,539
Total Non-Cash Benefits (3)	30,496	3,65,939
Total CTC (1+2+3)	82,095	9,85,139

<b>*Break-up of FBC</b>		
House Rent Allowance	10,000	1,20,000
Ch. Education Allowance	200	2,400
Special Allowance	6,634	79,608
Leave Travel Allowance	5,000	60,000
Telephone	2,500	30,000
Food Coupons	2,200	26,400

<b>**Shift Allowance</b>	<b>INR</b>
Morning/Noon Shift	500
Night Shift/Weekend Shift	1000

**\*\*\*Non-Cash Benefits Details**

**Group Medical Insurance:** The Company will provide Group Mediclaim Floating Cover (for self, spouse, two children, and parents) up to INR 8 Lakhs.

**Group Accidental Insurance:** The Company will provide Group Accidental insurance for self with a cover up to 2x of the annual Total Fixed Pay (Subject to the Index table).

**Group Term Life Insurance:** This is applicable only in the unfortunate event of the death of an employee, the nominee or the legal heirs shall receive up to 3x of the annual Total Fixed Pay.

Note: Premiums of all insurances listed will be borne by the Company. Insurance Coverages are extended based on the Underwriters and Insurance Company's Rules, Regulations, Terms and Conditions and approval.

**Statutory Benefits Details:**

**Gratuity:** Payment of gratuity will be as per the Gratuity Act 1972.

**Provident Fund:** Contribution is restricted to the maximum Basic Pay of INR 15000; any additional contributions may be made through the Voluntary Provident Fund.



**Sreekanth Velagapudi**

**Vice President Global HR**

[candidate-sign-1] \_\_\_\_\_



Wednesday, December 14, 2022

**OFFER FROM ARYAKA NETWORKS**

Dear Shubhra Dixit

We are pleased to provide our offer of employment ("*Offer*") for you at **ARYAKA NETWORKS INDIA PRIVATE LIMITED**, Bangalore, India.

1. The Offer is contingent upon the following actions:
  - (i) Your acceptance of this Offer (by returning a copy of this page with your signature at the bottom) no later than **16 December 2022**.
  - (ii) Your Successful Completion of Project Internship as stated in any Internship Letter, if applicable.
  - (iii) Your completion of the graduation or post-graduation course. It is mandatory to provide the course completion certificate on the date of joining.
  - (iv) Your reporting work no later than **04 September 2023**.
  - (v) Your signing of the Employee/Appointment Agreement and Non-disclosure Agreement on the day you report to work.
2. This Offer, including salary, salary adjustments, benefits details, and related information, is confidential between you and the Company. You shall not share this information publicly or with co-workers and/or anyone inside Aryaka other than your management chain or personnel in the Accounting or Finance with a need to know, directly or indirectly by any means (e.g., verbally, or in writing).
3. The offered role is not a remote role. Your place of work shall be Bangalore, India.
4. Your salary break-up will be as per the attached **Exhibit**.
5. A recommendation will be made to the Company's Board of Directors (the "*Board*") that you be granted a stock option to purchase up to **5000 Shares** of the Company's common stock (the "*Option*"). The Option will be subject to dilution, the full risk of which you will bear as holder of the Option. If the Option were approved, you will have the right to buy only the number of shares of the Company's common stock listed above, subject to the terms and conditions of the Company's 2019 Equity Incentive Plan and the stock option agreement under which the Option would be granted. Neither the Option nor anything in this letter will entitle you to purchase additional shares of the Company's common stock or otherwise guarantee that you will maintain any specific percentage interest in the Company's common stock or capitalization. The per-share exercise price of the Option will be equal to the fair market value of the common stock on the date the Board approves the Option grant to you.
6. This Offer has been issued based on the information furnished by you at the time of selection or interview. However, if there is a discrepancy found in your credentials and/or salary documents of your previous employer provided by you during the verification process, the Company deserves the right to revoke this Offer or take any action that it may deem fit.

We welcome you to the Aryaka family and look forward to a long and mutually beneficial relationship with you.

Sincerely,



**Sreekanth Velagapudi**

Vice President Global HR

Employee Initials: [candidate-sign-1] \_\_\_\_\_

ARYAKA NETWORKS INDIA (P) LTD.

EXHIBIT

Name	Shubhra Dixit	
Designation	Technical Support Engineer I	
TOTAL REMUNERATION WORKSHEET		
Salary Components	Monthly (INR)	Annual (INR)
Basic	20,000	2,40,000
Flexible Benefit Component (FBC)*	26,534	3,18,408
Statutory Bonus	1,666	19,992
Company's Contribution to PF	1,800	21,600
Base Salary (1)	50,000	6,00,000
Shift Allowance** (2)	14,667	1,76,000
Broadband - INR 1600 Per Month Paid on Actuals	1,600	19,200
Non-Cash Food Allowance	4,200	50,400
Insurance *** - Non-Cash - Premium Paid by the company	2,667	32,000
Transport - Non-Cash - Company Sponsored	8,000	96,000
Gratuity - Non-Cash	962	11,539
Total Non-Cash Benefits (3)	30,496	3,65,939
Total CTC (1+2+3)	82,095	9,85,139

<b>*Break-up of FBC</b>		
House Rent Allowance	10,000	1,20,000
Ch. Education Allowance	200	2,400
Special Allowance	6,634	79,608
Leave Travel Allowance	5,000	60,000
Telephone	2,500	30,000
Food Coupons	2,200	26,400

<b>**Shift Allowance</b>	<b>INR</b>
Morning/Noon Shift	500
Night Shift/Weekend Shift	1000

**\*\*\*Non-Cash Benefits Details**

**Group Medical Insurance:** The Company will provide Group Mediciam Floating Cover (for self, spouse, two children, and parents) up to INR 8 Lakhs.

**Group Accidental Insurance:** The Company will provide Group Accidental insurance for self with a cover up to 2x of the annual Total Fixed Pay (Subject to the Index table).

**Group Term Life Insurance:** This is applicable only in the unfortunate event of the death of an employee, the nominee or the legal heirs shall receive up to 3x of the annual Total Fixed Pay.

Note: Premiums of all insurances listed will be borne by the Company. Insurance Coverages are extended based on the Underwriters and Insurance Company's Rules, Regulations, Terms and Conditions and approval.

**Statutory Benefits Details:**

**Gratuity:** Payment of gratuity will be as per the Gratuity Act 1972.

**Provident Fund:** Contribution is restricted to the maximum Basic Pay of INR 15000; any additional contributions may be made through the Voluntary Provident Fund.



**Sreekanth Velagapudi**

**Vice President Global HR**

[candidate-sign-1]



## Letter of Intent (LOI)

Superset ID: 3377917

Date: September 30, 2022

Dear Aman Gupta,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







## Letter of Intent (LOI)

Superset ID: 3351848

Date: September 30, 2022

Dear CHUDESH VANNY V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3351848

Date: September 30, 2022

Dear CHUDESH VANNY V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3357524

Date: September 30, 2022

Dear Gudikal Sai Vamsi,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3358335

Date: September 30, 2022

Dear MD Abdullah Anwar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3381727

Date: September 30, 2022

Dear PUNIT KABBATHI NATESH,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3350553

Date: September 30, 2022

Dear VINAY K V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







## Letter of Intent (LOI)

Superset ID: 3351888

Date: September 30, 2022

Dear Abdul Aleem,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





# DATACORP TRAFFIC PRIVATE LIMITED

## Traffic Data Collection & Analysis

Ref No: DC-BLR/CR/PO/22-23/005

Date: 05th November 2022

Dear Mr. Anubhav Jha

### Provisional Offer Letter

Further to the interview held on 27th October 2022, we are pleased to inform that you have been shortlisted for the position of Jr. Software Engineer.

Your annual total employment cost to the company would be Rs. 435000/- (Four lakhs thirty-five thousand only) and you will receive a detailed offer letter from the company while doing the joining formalities.

The reporting address is DataCorp Traffic Private Limited, Plot No:2, Railway station road, Harsha Layout, Kengeri, Bangalore 560 060.

Your date of joining with the company will be informed to you in due course of time. This provisional offer letter is valid until your joining date, subject to successful completion of joining formalities and thereafter would expire automatically. This offer does not confer to any right of whatsoever nature for employment in the company.

Looking forward to your joining and a mutual beneficial association.

Thanking you,

For DataCorp Traffic Private Limited

  
Arul Selvan  
(Head - HR & Admin)

I Accept the terms and conditions

Anubhav Jha

Date & Place: \_\_\_\_\_





# DATACORP TRAFFIC PRIVATE LIMITED

## Traffic Data Collection & Analysis

Ref no: DC-BLR/HR/OL/2023/CR14  
Date: 04th February 2023

Dear Mr. **Bhaskar Jaiswal**,

**Sub: Offer of Appointment**

Welcome to DataCorp Traffic!!

With reference to the Campus Interview conducted at your Institution, we would like to congratulate you on being selected for the Developer - Internship position in the Transportation Technology Services Department with DataCorp Traffic Private Limited.

As we discussed during the interview process, the Internship will be for a minimum period of 6 months starting from 13th February 2023, and you will be offered a stipend of Rs. 15000/- per month during the Internship period. Upon successful completion of your Internship and your Bachelor of Engineering Degree, you are eligible to take up a full-time position of "Jr. Software Er" with an annual package of Rs. 4.35 Lakhs (Cost to Company), the breakup of which will be shared later.

The internship is viewed by DataCorp as being an educational opportunity for you, rather than a part-time job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in the class.

***Please accept our hearty congratulations and we wish you a challenging and rewarding career in DataCorp Traffic!!***

***Please sign and return the duplicate of this letter as a token of your acceptance.***

Thanking you,  
**For DataCorp Traffic Private Limited**

  
**Arul Selvan A**  
Sr. Manager - HR & Admin

I Accept
<hr/>
<b>Bhaskar Jaiswal</b>
Date & Place: <hr/>



**Nov 30, 2022**

**Vidya S**  
**Bangalore**  
**Bangalore- 562157**

**Sub: Offer of Employment**

**Dear Vidya,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your First month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your Sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.



- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**



**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

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I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_

### Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Vidya S
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

#### Note:

- Taxes are applicable as per statutory rules.
- Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.
- Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**



**Nov 30, 2022**

**Prashant kumar**  
**Bangalore**  
**Bangalore- 562157**

**Sub: Offer of Employment**

**Dear Prashant,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000.01/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your First month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your Sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.

- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**

**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_



## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Prashant kumar
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- a) Taxes are applicable as per statutory rules.  
b) Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.  
c) Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**

Nov 30, 2022

**RAVI K**  
**178, 3rd Main, 1st Cross**  
**Bangalore- 562157**

**Sub: Offer of Employment**

**Dear RAVI,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your First month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your Sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.

- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
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- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**

**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_

## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	RAVI K
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- a) Taxes are applicable as per statutory rules.  
b) Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.  
c) Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**



**Nov 30, 2022**

**Rishabh Jain**  
**NA**  
**Banagalore- NA**

**Sub: Offer of Employment**

**Dear Rishabh,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs.37500 is to be paid along with salary payable for your first month, and the second instalment of Rs.37500 is to be paid along with salary payable for your sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2022. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
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- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
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- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
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- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**

**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_

## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Rishabh Jain
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- a) Taxes are applicable as per statutory rules.  
b) Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.  
c) Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**

**Nov 30, 2022**

**Syed Adnan**  
**NA**  
**Bangalore- NA**

**Sub: Offer of Employment**

**Dear Syed,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your first month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
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- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.



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- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
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- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**

**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_

## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Syed Adnan
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- a) Taxes are applicable as per statutory rules.
- b) Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.
- c) Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**



17 April 2023

OL No: ISM1067

Dear Devika S G,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



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Karnataka 560068



## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





17 April 2023

OL No: ISM1067

Dear Devika S G,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
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HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





17 April 2023

OL No: ISM1073

Dear **Kavana T U**,

We congratulate you on being selected for a **4 months Training & Internship** with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



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Karnataka 560068



## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





18 April 2023

OL No: ISM1046

Dear **Rohini**,

We congratulate you on being selected for a **4 months Training & Internship** with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





18 April 2023

OL No: ISM1052

Dear **Madhvesh Diggavi**,

We congratulate you on being selected for a **4 months Training & Internship** with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
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Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



+91 9398011460



675, Ground Floor,  
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HSR Layout, Bengaluru,  
Karnataka 560068



## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.



**Date: 6<sup>th</sup> Sep 2022**

**Dear Anjali Kanthaliya,**

Letter of Intent

Congratulations!

We Incture Technologies Pvt Ltd are pleased to inform you that you have successfully completed selection process conducted by Incture Technologies Pvt Ltd. This letter is to confirm that we intend to offer you as **Associate Software Engineer** competency level opportunity to you, on the following terms and conditions

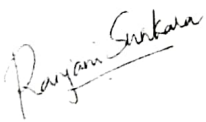
1. Designation: Associate Software Engineer
2. CTC: INR 600,000/-
3. Training Period 12 weeks (Applicable if fulltime internship not completed with Incture)

Based on your acceptance to this letter of intent, an offer letter with detailed terms and condition will be issued to you prior to your date of joining the company. Please note the above terms and conditions are subject to change at company's discretion, without any prior intimation.

Your joining is subject to satisfactory verification of the information/documents furnished by you at the time of joining, in addition to fulfilment of the academic eligibility criteria shared with your college placement officer.

Here's wishing you a successful career with Incture Technologies Pvt Ltd. We look forward to welcome you on board.

**For Incture Technologies (P) Ltd.**



**Ranjani Sunkara**  
**Associate Director – Human Resources**



Shraddha Goudar &lt;svgoudar4101@gmail.com&gt;

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**Campus - Offer - Kalki Communication Technologies Private Limited - Shraddha V Goudar - 2023 July**

---

Sanchita &lt;sanchita.jain@kalkitech.com&gt;

3 October 2022 at 14:51

To: svgoudar4101@gmail.com

Cc: Mohamed Shafi &lt;mohamed.shafi@kalkitech.com&gt;

Dear Shraddha,

Congratulations!

We have selected you for the position of " **Graduate Engineer** " with Kalki Communication Technologies Private Limited.

We value your abilities and believe that you will find our working environment to be challenging and fulfilling.

**Work Location** : Kochi/Bangalore**Type of Employment** : On Roll**Date of Joining** : July 03, 2023**Band:** M1L1

We request you to bring or submit the following documents in original along with one photocopy of each on the joining date:

- 1.Certificates supporting your educational qualifications along with mark sheets of X, XII, Graduation degree, Masters degree and or Diploma / PG Diploma (if any)
- 2.Passport (First and last page)
- 3.PAN card and Aadhar card
- 4.3 copies of your recent passport size color photographs
- 5.SBI Bank passbook - Self Account

**Shraddha**, we believe and look forward to having you in our Kalkitech team.

Kindly send your acceptance by 05th October 22.

Please note that background verification will be initiated by the 3rd party vendor on receipt of your offer acceptance.

This is to ensure that we are compliant to ISMS requirement.

Sincerely,  
Sanchita Jain  
Senior Executive - HR  
Phone : +91-80-67021900 ext.184  
Fax : +91-80-67021999  
Email : [sanchita.jain@kalkitech.com](mailto:sanchita.jain@kalkitech.com)  
Web : [www.kalkitech.com](http://www.kalkitech.com)

**PLEASE CONSIDER OUR ENVIRONMENT BEFORE PRINTING THIS EMAIL.**

This e-mail (including any attachments) is confidential and may be legally privileged. If you are not an intended recipient or an authorized representative of an intended recipient, you are prohibited from using, copying or distributing the information in this e-mail or its attachments. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete all copies of this message and any attachments. Thank you.



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## Campus - Offer - Kalki Communication Technologies Private Limited - Abdul Aleem - 2023 July

1 message

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**Sanchita** <sanchita.jain@kalkitech.com>  
To: abdulaleem7411691507@gmail.com  
Cc: Mohamed Shafi <mohamed.shafi@kalkitech.com>

Mon, Oct 3, 2022 at 3:58 PM

Dear Abdul,

Congratulations!

We have selected you for the position of " **Graduate Engineer** " with Kalki Communication Technologies Private Limited.

We value your abilities and believe that you will find our working environment to be challenging and fulfilling.

**Work Location** : Kochi/Bangalore

**Type of Employment** : On Roll

**Date of Joining** : July 03, 2023

**Band:** M1L1

We request you to bring or submit the following documents in original along with one photocopy of each on the joining date:

- 1.Certificates supporting your educational qualifications along with mark sheets of X, XII, Graduation degree, Masters degree and or Diploma / PG Diploma (if any)
- 2.Passport (First and last page)
- 3.PAN card and Aadhar card
- 4.3 copies of your recent passport size color photographs
- 5.SBI Bank passbook - Self Account

**Abdul**, we believe and look forward to having you in our Kalkitech team.

Kindly send your acceptance by 05th October 22.

Please note that background verification will be initiated by the 3rd party vendor on receipt of your offer acceptance.

This is to ensure that we are compliant to ISMS requirement.

Sincerely,  
Sanchita Jain  
Senior Executive - HR  
Phone : +91-80-67021900 ext.184  
Fax : +91-80-67021999  
Email : [sanchita.jain@kalkitech.com](mailto:sanchita.jain@kalkitech.com)  
Web : [www.kalkitech.com](http://www.kalkitech.com)

**PLEASE CONSIDER OUR ENVIRONMENT BEFORE PRINTING THIS EMAIL.**

This e-mail (including any attachments) is confidential and may be legally privileged. If you are not an intended recipient or an authorized representative of an intended recipient, you are prohibited from using, copying or distributing the information in this e-mail or its attachments. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete all copies of this message and any attachments. Thank you.



## Letter of Intent (LOI)

Superset ID: 3358335

Date: September 30, 2022

Dear MD Abdullah Anwar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Aman Gupta

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Aman Gupta,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

## ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

### **Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Aman Gupta

Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Arnab Chakraborty Samaresh Chakraborty

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Arnab Chakraborty Samaresh Chakraborty,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

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12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
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We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

## ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
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Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

**Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Arnab Chakraborty Samaresh Date : November 10, 2022  
Chakraborty  
Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Devika A Anand Kumar K

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Devika A Anand Kumar K,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.intinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
  - Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.

Thiagu Dharmalingam  
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

 12/11/2022  
Signature and Date

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Km Udhith Raju KI Manjunath Raju

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Km Udhith Raju KI Manjunath Raju,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
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4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

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We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



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Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

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Signature and Date



### ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.SC
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

### **Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.



### ANNEXURE-3

Name : Km Udhith Raju KI Manjunath Raju      Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Kushal Sehrawat Lahna Singh Sehrawat

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Kushal Sehrawat Lahna Singh Sehrawat,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



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Sehrawat  
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- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Shraddha V Goudar Vinayak Goudar

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Shraddha V Goudar Vinayak Goudar,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

### ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.SC
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

### **Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Shraddha V Goudar Vinayak                      Date : November 10, 2022  
Goudar  
Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	264180	22015
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>465180</b>	<b>38765</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>465180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>508367</b>	<b>42363</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



**LETTER OF INTENT**

Date: 29-Sep-2022

**Name: Kandanoolu Kowshika Reddy****College: SIR MVIT Bangalore**

Dear Kowshika ,

Thank you for exploring career opportunities with **TheMathCompany Pvt Ltd**. You have successfully completed our selection process and we are pleased to make you an offer for the position of **Analyst**.

We look forward to having you join us in our mission to be the world's largest problem solver. We are sure that you will find TheMathCompany an exciting place to learn, contribute and grow.

Your initial place of posting for training will be Bangalore post which it will be a hybrid setup. Your compensation package will be **₹ 5,50,000 /-** per annum which includes **INR 1,00,000** as annual bonus. Your 3-year compensation progression is shown below.

Total Cost to Company (CTC) Breakup (in INR)				
Particulars	2024	2025	2026	Total CTC
Total Cost to Company from joining till <b>June 2024</b>	(PA) 4,50,000			
Guaranteed bonus to be paid in <b>June 2024</b>	*1,00,000			
1 <sup>st</sup> Compensation revision – <b>July 2024</b>		(PA) 6,00,000		
Guaranteed bonus to be paid in <b>June 2025</b>		*2,00,000		
2 <sup>nd</sup> Compensation revision – <b>July 2025</b>			(PA) ** 8,50,000	
Guaranteed bonus to be paid in <b>June 2026</b>			*4,00,000	
<b>Total Cost to Company in 3 years</b>				<b>26,00,000</b>





All pay-outs are subject to tax deductions as per existing tax laws

\*Guaranteed bonus to be paid along with June salary subject to being on the roles of the company and not serving notice period

\*\*Subject to performance

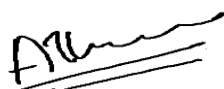
#### COMPENSATION DETAILS OF YEAR 1

Compensation Details		
Particulars	Monthly	Yearly
Basic Salary	₹ 18,750	₹ 2,25,000
House Rent Allowance	₹ 7,500	₹ 90,000
Conveyance Allowance	₹ 2,083	₹ 25,000
Medical Allowance	₹ 1,250	₹ 15,000
Food Allowance	₹ 2,200	₹ 26,400
Leave Travel Allowance	₹ 938	₹ 11,250
PF Contribution (Employer Contribution)	₹ 1,800	₹ 21,600
Special Allowance	₹ 2,979	₹ 35,750
<b>Total Fixed Compensation</b>	<b>₹ 37,500</b>	<b>₹ 4,50,000</b>
<b>Bonus Compensation</b>		<b>₹ 1,00,000</b>
<b>Total Cost to Company (CTC)</b>		<b>₹ 5,50,000</b>

- You are covered under **Group Insurance Cover** where you and your immediate family are eligible for **₹5,00,000 coverage per annum** (Family refers to self, spouse, two children & parents/in-laws). In addition, you are also covered under **Group Personal Accident Insurance cover for ₹20,00,000** and **Life Insurance cover for ₹25,00,000**.

Your joining date will be intimated by June 2023, and you will receive your formal offer letter on your joining day.

Thanking You,



**Authorised Signatory**  
**TheMathCompany Private Limited**



Date: 29-09-2022

Ref: 2200000EWQ

Nokia Networks

Kartik Kesharwani  
Bangalore

Telephone: +91 (124) 4504 000  
Direct fax: +91 (124) 4504 999

Nokia Solutions and Networks  
India Pvt. Ltd.  
(Formerly known as Nokia  
Siemens Networks Pvt. Ltd.)

7th Floor, Tower A, Building No.  
9A

DLF Cyber City, Phase - III  
Gurgaon - 122002  
Haryana (India)

Corp Identity No.  
U72900DL2006PTC155149

**Regd. Address:**

Nokia Solutions and Networks  
India Pvt. Ltd.  
1507, Regus Business Center,  
Eros Corporate Tower Level 15,  
Nehru Place, New Delhi-110019  
India

**Dear Kartik Kesharwani,**

With reference to your application and the subsequent interview, we have pleasure in offering you an appointment as **Graduate Engineer Trainee** in the **Job Grade- 6** in Nokia Solutions and Networks India Private Limited ("Company"), India. The terms and conditions of your appointment are as follows: -

**1 Appointment and Reporting**

- 1.1 You are required to join us on **02-08-2023**. The terms and conditions of your appointment shall be effective from your date of joining.
- 1.2 This offer is valid for 7 calendar days from the date of offer or your date of joining in the organization whichever is latest. Please indicate your acceptance of this offer of employment and the said terms & conditions by signing and returning the duplicate copy of this letter upon receipt of the letter.
- 1.3 You will initially report to **Rajesh Mukundan**, however your reporting is liable to change at the sole discretion of the company.
- 1.4 Your appointment is subject to your being found medically fit by a Doctor designated by the Company. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Further details for the same are included in Annexure 6.
- 1.5 This offer of employment is subject to and conditioned upon the truthfulness of the representations you have made to the company during the recruitment process. Company reserves the right to initiate background verification posts your acceptance of this offer of employment. If from the results of this background verification, it emerges that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.

- 1.6 We are also enclosing a personal data form which you need to fill and send back with the signed copy the offer. Upon receiving this letter, please get in touch with us in case you need any clarification and confirm your date of joining. Also, bring with you the documents detailed in Annexure 5, supporting your credentials for this employment with the company.

## 2 Initial posting and transfer

- 2.1 Your initial place of posting will be in **Bangalore**. However, at the sole discretion of the management of the Company ("Management"), you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

## 3 Probation Period

- 3.1 You shall be on probation for a period of twelve (12) months from the date of joining the Company. The same may however be extended or the contract of employment may be terminated, if so deemed necessary by the Management.
- 3.2 On completion of such time, based on performance, you would be considered confirmed. No confirmation letter would be issued stating the same.

## 4 Emoluments and Taxes

- 4.1 Your Total Target Cash (TTC) will be **Rs. 820,000.00 /-** per annum. A detail of your remuneration is provided in Annexure 1 & 2 annexed hereto.
- 4.2 You will also participate in the Nokia Solutions and Networks Performance Driven Incentive Plan as per applicable policy in force from time to time.
- 4.3 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income-tax, other taxes and levies which it is liable to deduct at source.

## 5 Benefits entitlements

- 5.1 You will be entitled to service benefits as per the rules of the Management as framed from time to time and as applicable to employees. The details of your current benefits and compensation details are annexed to this contract of employment.
- 5.2 You will be eligible for Medical and life insurance and related benefits as per company rules and regulations as prevalent from time to time.
- 5.3 You will be eligible to the benefits of Provident Fund & Gratuity as per provisions of the Provident Fund Act and Gratuity Act regulations as prevalent from time to time.
- 5.4 Your "work week" will be Monday to Friday. Daily working hours will be governed by the location / business specific office timings and applicable law with half an hour meal break during the work day. However, it may be necessary to extend these hours, or require your attendance at different times or week days depending on work demands; the same will be communicated to you by your manager from time to time.
- 5.5 Company will have twelve (12) days of declared holidays in a calendar year. The complete list of holidays for each calendar year is announced in December of the previous year.
- 5.6 The leave entitlement will be calculated on the basis of calendar year. Leave entitlement per year including casual and sick leave is as per rules of the Company framed from time to time. Such leaves will be credited to you on pro-rated basis for the calendar year upon joining the Company.

- 5.7 In the event where the Company has paid for your relocation/joining bonus/notice period of previous employer at the time of joining, all expenses borne on account of relocation/notice period paid to you as per the Company's policy will be recovered in full from you, if you resign from the Company before a period of one year (12 months).

## 6 Termination

- 6.1 During the probation period, either party is free to terminate this employment without assigning any reason therefore by giving notice of such intent for a period of fifteen (15) days. After your confirmation in regular employment of the Company, either party can terminate this employment by giving two (2) month's written notice without assigning any reasons. Ordinarily, the Company requires that you serve the full two (2) months notice prior to leaving the services. The company reserves the right to pay or recover salary in lieu of notice period. Prior to leaving the company, you will ensure that all your ongoing activities are successfully completed and handed over to the satisfaction of your manager / in-charge / superior. Further, based on satisfactory handover, the Management at its sole discretion may relieve you in advance of the full notice period. However, due to exigencies of business and / or successful completion of ongoing activities including its handover, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.
- 6.2 You shall retire from the services of the Company on the attainment of 60 years of age. Your employment shall stand terminated on the date of your retirement.
- 6.3 Notwithstanding the above, the Company may terminate this Contract in any of the following events:
- 6.3.1 You are guilty of serious misconduct including but not limited to moral turpitude;
- 6.3.2 You neglect your duties;
- 6.3.3 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within eight (8) days from the commencement of such absence and give an explanation to the satisfaction of the Management regarding such absence including submission of medical certificates as required;
- 6.3.4 You are in breach of your obligations of confidentiality to the Company; or
- 6.3.5 You do not comply with instructions or regulations imposed by the Company or any of the terms and conditions of your employment with the Company.
- 6.3.6 Any other reason as mentioned in the disciplinary policy of the Company in force from time to time.
- 6.4 Upon termination of your employment, you shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.
- 6.5 You shall also be required to clear all dues and formalities in respect any Company facility such as leased accommodation, leased car, loan, joining bonus (if leaving within 12 months from date of joining) and other amounts that you may be required to refund as per Company policy prior to leaving the services of the Company. In the event you fail to settle accounts, complete necessary formalities or otherwise clear your dues, the Company reserves the right to initiate appropriate legal action for recovery of dues at your risk and cost.



## 7 General employment obligations

- 7.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.
- 7.2 You shall be governed by the service rules and regulations of the Company, as amended by the Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 7.3 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 7.4 You shall ensure successful and timely completion of any job / work assigned to you. You would adhere to the norms of office discipline including working hours, systems and procedures.
- 7.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the Management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 7.6 Non-Solicitation: You agree that for a period of three (3) months after termination or expiration of your employment with the Company, regardless of the reason for termination, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that you employ or solicit for employment, any person employed at that time by the Company, or by any related corporations in any business thereof in which you have been engaged during your employment.
- 7.7 Non-Compete: It is the Company's policies to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics and encourage all employees to avoid all conflict of interest in any form or manner. Accordingly all employees must avoid activities that are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company.
- 7.7.1 During the employment period and for a period of three (3) months following termination of employment, you will not, directly, or indirectly, work for, own, invest in, direct, or aid any company or person engaged in competition with the Company. A company or person is in competition with the Company if it solicits business, performs services, or delivers goods that are competitive to the Company, its customers, or its prospective customers.
- 7.7.2 The above clause pertaining to non-competition shall be enforced to the fullest extent permissible under the applicable law.
- 7.8 Non-Disclosure: You acknowledge that the Company owns an exclusive proprietary interest in certain confidential information and that such confidential information constitutes valuable commercial and industrial secrets of the Company. You acknowledge and agree that the misuse or unauthorized disclosure of any confidential information would constitute an act injurious to Company and that the unauthorized disclosure or use of any confidential information may adversely affect the Company's business, competitive position and goodwill.
- 7.8.1 Your confidentiality obligations extend to all information of a confidential nature obtained or derived from the Company's customers or prospective customers.

- 7.8.2 In view of the Company's business relationship with different competing customers, you hereby covenant not to discuss any customer-related information nor share any customer data or techniques with other employees working on projects or accounts of another competing customer. You will take all necessary measures to protect the confidentiality of all information relating to the customer account for which you are responsible or to which your work relates, as well as any and all relevant data in your custody.
- 7.8.3 You hereby covenant not to mention anything about any competitors of the customer when communicating with the customer. You agree to keep all discussions on matters relating to the specific account within the account team, and that this applies for all communication between all levels of the Company organization.
- 7.8.4 You also agree not to take or remove from the premises without prior authorization in writing any original or copied material including any document, specification, drawing, diagram, plan, list, magnetic medium or any article relating to the Company's interests, secrets, or products, past, present or future, except where by virtue of the nature of your duties you are acting in the Company's interest and consent for such action would not reasonably have been expected to be withheld.
- 7.8.5 Under any or all circumstances, you agree not to make any public statements nor press releases about the customer account or project you are assigned to work on or are working on or about any competitors of that customer, without written authorization from the Company.
- 7.8.6 If, during the term of employment, you breach or violate any of the terms set out in this clause, you agree that this shall be sufficient cause for the Company to terminate this Contract. You acknowledge and agree that the termination of this Contract shall be without prejudice to any other legal remedies that the Company may have against you.
- 7.8.7 You agree that upon the termination of your employment with the Company for any reason whatsoever, whether such termination was made voluntarily or involuntarily by you, with or without cause, you will immediately return to the Company any and all property, customer lists, information, forms, formulae, plans, documents or other written or computer material, software or hardware, or copies of the same, belonging to the Company or any related companies of the Company within your possession or made or compiled or delivered to you during your employment, and will not at any time thereafter copy or reproduce the same.
- 7.8.8 You agree that the covenants and undertakings relating to non-disclosure that you have given herein shall continue regardless of the termination of your employment howsoever caused until such confidential information becomes part of the public domain.
- 7.9 Use of Company Marks: You agree that you will not retain or use, for your account or any other account, at any time, any trade names, trademarks, service mark, or other proprietary business designation used or owned in connection with the business of the Company, or any of the related corporations of the Company. For clarity, it is hereby declared that ownership and title to all of the aforesaid properties shall at all times be vested in the Company, or its related corporations, as the case may be.
- 7.10 Employment Invention: You shall disclose to the Company promptly in writing any invention (the word invention is to be understood to mean anything which might be capable of protection, in any country, against copying by a patent, a registered design, copyright, or otherwise) which may occur to you either alone or in conjunction with any other person during your employment with the Company, with the exception of inventions which you know to be not applicable to the field of activity of the organization. The company shall be entitled to get such invention(s) / patent.
- 7.10.1 You shall inform the Company at the commencement of your employment with the Company of all inventions previously made by you is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made.
- 7.10.2 The Company will be free to adopt any of the employees' inventions to the Company at the commencement of your

employment with the Company and conceived during your employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of the letters of patent or design registration in respect of such invention. The Company will notify to the employee if and to what extent the Company will adopt the said rights.

- 7.10.3 You shall on the request of the Company execute any necessary assignment, application form or other documents necessary for obtaining any protection right, which the Company will choose and you shall assist the Company if called upon to do so to obtain at the Company's cost, such protection right.
- 7.10.4 You shall treat all information relating to such invention as confidential and disclose it only to his superiors or any such person as your superiors direct. The employee shall not publish, except with the written consent of the Company, any information in relation to any such invention.
- 7.10.5 You agree that all inventions, designs, improvements, writings, and discoveries made during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and all necessary actions to obtain the patents and copyrights, and vest the Company with full and exclusive title thereto, and protect same against infringement by others.
- 7.11 Conflict of Interests: By joining the services of the company you confirm that you have disclosed fully to the Company any business interests or circumstance that conflict with the Company's interests. You agree to disclose immediately to the Company any conflict of interest between the Company and you or any immediate relatives that may arise during your employment. You are required to sign our standard conflict of interest disclosure form. You acknowledge that you have read, fully understand and agree to abide by, the terms and conditions of this disclosure shall form part of this present employment agreement.

## 8 Governing Law and jurisdiction

This offer of employment shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Management will be subject to exclusive jurisdiction of courts of Delhi whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us as a token of your acceptance of the terms and conditions of employment offered to you.

for Nokia Solutions and Networks India Private Limited



**Nelson Rajkumar**  
**Human Resources**

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the offer of employment on the terms and conditions stated herein above.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Kartik Kesharwani**

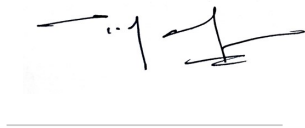
## Annexure 1

Strictly Personal & Confidential

### Compensation Details:

Kartik Kesharwani			
Job Grade - 6			
Compensation Elements		Per Month	Per Annum
Basic	INR	26,031.75	312,380.95
Provident Fund	INR	3,123.81	37,485.71
Flexible Benefits Plan (details below)	INR	35,923.95	431,087.38
<b>Annual Base Pay</b>	<b>INR</b>	<b>65,079.37</b>	<b>780,952.38</b>
<b>Performance Driven Incentive Plan- Target: 5%</b>	<b>INR</b>		<b>39,047.62</b>
<b>Total Target Cash</b>	<b>INR</b>		<b>820,000.00</b>
<b>Flexible Benefits Plan (FBP)</b>			<b>Max. Annual limit</b>
Leave Travel Assistance	INR		30,000.00
House Rent Allowance	INR		156,190.48
Fuel & Maintenance Reimbursement	INR		0.00
Meal Voucher	INR		26,400.00
Supplementary Allowance (residual amount)	INR		218,495.24
<b>Total Flexible Benefits Plan (FBP)</b>	<b>INR</b>		<b>431,087.38</b>

For Nokia Solutions and Networks India Private Limited



**Nelson Rajkumar**  
Human Resources

## Annexure 2

### FLEXIBLE BENEFIT PLAN (FBP) GUIDELINES

The Annual Base Pay consists of the elements as mentioned below i.e. the addition of all these elements adds upto the Annual Base Pay:

1. Basic Salary
2. Flexible Benefit Plan
3. Retirals - Provident Fund

This salary structure enables employees to receive maximum benefit of their salaries by claiming the amounts against bills as a reimbursement under the Flexible Benefit Plan. This is keeping in line with the provisions in the Income Tax rules.

#### FBP Components

All components mentioned under the FBP, except the HRA / CLA amount can either be received as part of the monthly salary or can be claimed by submitting the relevant bills/proofs in any month after the employee joins. Under the FBP, the employee can avail the following options:

- **Leave Travel Assistance:** This amount can be claimed in any month after the employee joins and supporting bills need to be submitted. Supporting bills are required to make the LTA amount tax exempt.
- **House Rent Allowance (HRA) / Company Leased Accommodation (CLA):** In case an employee is eligible; he can either avail a CLA if he wishes the company to help him find a house or opt for HRA. HRA would be credited as a monthly amount in the salary and is exempt from tax on production of rent receipts. In case of CLA, the rent amount is automatically deducted from the HRA component of FBP. The CLA amount is considered a perquisite and accordingly attracts tax.
- **Company Leased Vehicle:** In case the employee is eligible and applies for the scheme, the employee would be entitled to a tax exemption against fuel bills and car maintenance bills. In case the employee does not wish to opt for a CLV, the amounts allocated to Fuel and car maintenance become a part of the supplementary allowance.
- **Supplementary Allowance:** This is the balance amount left in the FBP total once the above components are accounted for. A negative supplementary allowance implies that the amounts under the above mentioned components are higher than the FBP entitlements and the employee needs to restructure his / her salary so as to make the supplementary allowance = 0. This restructuring is possible after the first payroll runs for an employee.

#### Other Benefits

- **Insurance Policies:** Group Medical Insurance Plan against hospitalization covering self, spouse and two children. This is a floater policy of Rs. 5 lakhs per family per year.
- **Group Personal Accident Insurance Scheme:** for which coverage is five time the Annual Basic Salary subject to a minimum of INR. 20 Lakh.
- **Group Term Life Insurance:** for death cases where the coverage is five time the Annual Basic Salary, subject to a minimum of INR. 20 Lakh.

## Annexure 3

### CONFLICT OF INTEREST DECLARATION FORM

Nokia Solutions and Networks' ("Company") Code of Conduct and the Global Employment Guideline define the rules and guiding principles for ethical behavior that all Nokia Solutions and Networks employees are expected to follow. One of the principles is related to "Conflict of Interest". It is the policy of Nokia Solutions and Networks to address how conflicts of interest involving employees of the Company should be identified, disclosed and managed. This form is designed to identify and disclose known conflicts of interest in an effort to properly manage them.

A "conflict of interest" exists when:

- (a) an individual's personal or familial interests interfere, or appear to interfere, with the individual's independent judgment on behalf of Nokia Solutions and Networks; or
- (b) a relationship is not in the best interests of Nokia Solutions and Networks, or has an appearance of not being so.

A conflict of interest can arise when an employee has interests that may impair the individual's ability to carry out responsibilities and duties to the Company objectively. Conflicts of interest may also arise when an employee receives an improper personal benefit as a result of his/her position in the Company, such as self-dealing or taking advantage of a corporate opportunity for personal gain or benefit.

In some cases the external activities of an employee, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in actual or apparent conflict of interest regarding the employee's commitment of time to his/her employment with Nokia Solutions and Networks.

All Nokia Solutions and Networks employees must, therefore, avoid any activity that leads to actual or apparent conflict of interest and report when a conflict of interest or the appearance of it exists.

**Please tick the appropriate box(es) and complete the information requested if any of these sections apply to you:**

**1. I am an officer, director\*, trustee, partner (general or limited), employee, or regularly retained worker/consultant/agent with a company, firm or organization which is a customer, contractor, supplier or competitor of Nokia Solutions and Networks. I am involved in or am in a position of influence over the team/business unit/function in Nokia Solutions and Networks who is conducting business with the company, firm or organization.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the names of all companies, firms or organizations in which you are an officer, director, trustee, partner (general or limited), employee, or regularly retained worker/consultant/agent; and*

*b) the nature of the business which Nokia Solutions and Networks is currently conducting with these companies, firms or organizations.*

\* The term, "director", in this section, refers to a role which has the authority to bind a non-Nokia Solutions and Networks company, firm or organization as a decision-maker or advisor, and does not refer to a statutory and/or executive board member



or a committee member of a non-Nokia Solutions and Networks company, firm or organization. Statutory and executive board and committee memberships and the like are governed by the Nokia Solutions and Networks Standard Operating Procedure (SOP) on External Board Memberships for Nokia Solutions and Networks employees. Employees are advised to consult this SOP before they take on any memberships in boards of directors, external committees or other governing bodies, or if they intend to publish their writings about Nokia Solutions and Networks or its business.

**2. I have shares in the paid-up capital exceeding 5%\*in one or more companies, firms or organizations which currently are customers, contractors, suppliers or competitors of Nokia Solutions and Networks. I am involved in or am in a position of influence over the team/business unit/function in Nokia Solutions and Networks who is conducting business with such companies, firms or organizations.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the names of these companies, firms or organizations; and*

*b) the amount of shares you have in each of them.*

**3. I have direct or indirect financial interest(s) in one or more customers, contractors, suppliers or competitors of Nokia Solutions and Networks and my financial interest(s) does/do not fall within any of the sections in this Conflict of Interest Declaration Form (e.g. provision of loans or other financial support). I am involved in, or, am in a position of influence over, the team/business unit/function in Nokia Solutions and Networks who is conducting business with such customer(s), contractor(s), supplier(s) or competitor(s) of Nokia Solutions and Networks.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the names of these customers, contractors, suppliers or competitors of Nokia Solutions and Networks;*

*b) the nature of the business which Nokia Solutions and Networks is currently conducting with them; and*

*c) the nature of your financial interest in them.*

\*Where local laws proscribe lower thresholds (i.e. less than 5%), then local laws will prevail; otherwise the threshold of 5% in this

Conflict of Interest Policy prevails.

**4. I know or am aware that a member(s) of my immediate family (e.g. spouse, parents, siblings, aunt, uncle or children) or other relative or other close personal connection, is an officer, director, trustee, partner (general or limited), employee or regularly retained worker/consultant/agent with a customer, contractor, supplier or competitor of Nokia Solutions and Networks, and I am involved in, or, am in a position of influence over, the team/business unit/function in Nokia Solutions and Networks who is conducting business with such customer(s), contractor(s), supplier(s) or competitor(s) of Nokia Solutions and Networks.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the names of these customers, contractors, suppliers or competitors of Nokia Solutions and Networks; and*

*b) the nature of the business which Nokia Solutions and Networks is currently conducting with them.*

**5. I know or am aware that one or more member(s) of my immediate family (e.g. spouse, parents, siblings, aunt, uncle or children) or other relative(s) or other close personal connection(s), have direct or indirect substantial\*financial interest(s) in one or more customers, contractors, suppliers or competitors of Nokia Solutions and Networks and I am involved in, or, am in a position of influence over, the team/business unit/function in Nokia Solutions and Networks who is conducting business with such customer(s), contractor(s), supplier(s) or competitor(s) of Nokia Solutions and Networks.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the name(s) of these customers, contractors, suppliers or competitors of Nokia Solutions and Networks;*

*b) the nature of the business which Nokia Solutions and Networks is currently conducting with them; and*

*c) where legally permissible, the nature of your family member's or members' interest(s) in them.*

\* A "substantial financial interest", in this section, refers to the ownership of shares or stock in, and/or the provision of loans and/or other financial support to, a company, firm or organization which currently is a customer, contractor, supplier or competitor

of Nokia Solutions and Networks.

**6. I know or am aware that one or more member(s) of my immediate family (e.g. spouse, parents, siblings, aunt, uncle or children) or other relative(s) or other close personal connection(s), are currently employed in office(s) or position(s) in the government (national, federal, local or provincial) or as civil servant(s) in a department that Nokia Solutions and Networks has dealings with (e.g. a regulatory agency for which Nokia Solutions and Networks obtains permits or licenses). I am involved in, or, am in a position of influence over, the team/business unit /function in Nokia Solutions and Networks who has dealings with this government department.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form), the name(s) of the regulatory agency(ies) or governmental body(ies).*

My answers to this form are correctly stated to the best of my knowledge and belief. I recognize that I have a continuing responsibility to notify my Line Manager, HR Consultant or Sub regional or Local Legal Counsel of the disclosed or other possible conflict of interest that may arise in my responsibilities to the Company to abstain from any participation in such matter until the Company can determine whether a conflict of interest exists and how such a conflict of interest shall be resolved.

I understand that the information on this Declaration Form is solely for use by the Company and is considered confidential information that will be handled in accordance with the Nokia Solutions and Networks Employment Privacy Policy.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Kartik Kesharwani**

## Annexure 4

### MATERNITY BENEFITS

#### Eligibility for Maternity Benefits: -

- Every woman employee who worked more than 80 days in twelve months preceding the date of her expected delivery

#### Definitions:-

- Commissioning mother- Means a biological mother who uses her egg to create an embryo implanted in any other women.
- Adopting mother- Means women adopt the child below the age of three month and leave will be entitled from the date when child is handed over to adopting mother.

#### Maternity Benefits, subject to the terms of Maternity Benefit Act, 1961: -

- Women having less than 2 surviving children will be entitled to leave with wages upto 26 weeks, the maximum period of maternity benefit before the date of her expected delivery is 08 weeks leave with wages.
- Women having 2 or more than 2 surviving children will be entitled to leave with wages upto 12 weeks, the maximum period of maternity benefit before the date of her expected delivery is 06 weeks leave with wages.
- A Commissioning mother or Adopting mother will be entitled for the maternity benefits upto 12 weeks leave with wages from the date child handed over to the adopting mother or the commissioning mother as the case may be.
- In case of miscarriage or medical termination of pregnancy, a woman employee is entitled to leave with wages at the rate of maternity benefit for a period of 06 weeks immediately following the day of her miscarriage, or as the case may be, her medical termination of pregnancy.
- In case of tubectomy operation a woman employee is entitled to leave with wages at the rate of maternity benefit for a period of 02 weeks immediately following the day of her tubectomy operation.
- A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation is entitled to leave with wages at the rate of maternity benefit for a maximum period of one month, in addition to the leave of absence allowed to her for maternity or miscarriage / medical termination of pregnancy or tubectomy operation.
- If the nature of work assigned to a woman employee is such that she may work from home, the employer may allow her to do so after availing of the maternity benefit for such period and on such conditions as the employer and the woman may mutually agree.
- Every woman entitled to maternity benefit under the Maternity Benefit Act, 1961 is also entitled to receive from her employer a medical bonus of Rs. 3,500/-, if no prenatal confinement and postnatal care is provided for by the employer free of charge.
- After delivery a woman upon returning to work is entitled in the course of her daily work to 02 breaks of the prescribed duration for nursing the child until the child attains the age of 15 months. Such breaks would be in addition to the intervals of rest allowed to her.
- If establishment having 50 or more employees than a creche facility will be provided by the employer either separately or along with common facility w.e.f 01.07.2017, the 4 visits in a day may be allowed to female employee including the period of rest intervals. The Central Govt is expected to issue the necessary direction in this regard.
- The Maternity leaves cannot be the ground to discharge or dismiss the female employee except in case of misconduct defined under the Maternity Benefit Rules.

#### NOTE:

- A woman employee who is qualified to claim maternity benefit under section 50 of the Employees' State Insurance Act, 1948 shall not be entitled to claim maternity benefit from the Company under the Maternity Benefit Act, 1961.

- The Company shall not knowingly employ a woman during the 06 weeks immediately following the day of her delivery, miscarriage or medical termination of pregnancy.
- It may also be noted that the Maternity Benefit Act prohibits a woman to work in any establishment during the 06 weeks immediately following the day of her delivery, miscarriage or medical termination of pregnancy.

For more information, please refer to the policy section of the HR page on the company intranet.

## Annexure 5

### CONSENT FOR SHARING PERSONAL INFORMATION / DATA

I, **Kartik Kesharwani**, hereby grant my consent for sharing of my personal information and/or any personal sensitive data including financial data which also is capable of identifying me ("Personal information") with Nokia Solutions and Networks Pvt. Ltd. including its affiliates ("Nokia Solutions and Networks") for the following purposes:

- a. Providing the Personal information to any third party appointed by Nokia Solutions and Networks who prior to the disclosure of Personal information are bound to confidentiality agreement in writing with Nokia Solutions and Networks.
- b. Providing the Personal information to any third party appointed by Nokia Solutions and Networks who prior to the disclosure of Personal information are bound to confidentiality agreement in writing with Nokia Solutions and Networks.
- c. Employment-related actions including but not limited to processing compensation and benefits and any action required in the context of my employment or in relation thereto by Nokia Solutions and Networks.
- d. Sharing or storage with any third party for the purpose of restructuring, reorganisation, mergers, combinations, hive-off by Nokia Solutions and Networks.
- e. Sharing or storage with any customer, vendor and business partners of Nokia Solutions and Networks as required in consequence of a valid business agreement entered between Nokia Solutions and Networks or customer, vendor and business partners.

**Name:** Kartik Kesharwani

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Annexure 6

**Date:** 29-09-2022  
**Ref:** 2200000EWQ

### Pre- Employment medical Checkup Authorization

Telephone: +91 (124) 4504 000  
Direct fax: +91 (124) 4504 999

Nokia Solutions and Networks  
India Pvt. Ltd.  
(Formerly known as Nokia  
Siemens Networks Pvt. Ltd.)

7th Floor, Tower A, Building No.  
9A  
DLF Cyber City, Phase - III  
Gurgaon - 122002  
Haryana (India)

Corp Identity No.  
U72900DL2006PTC155149

**Regd. Address:**

Nokia Solutions and Networks  
India Pvt. Ltd.  
1507, Regus Business Center,  
Eros Corporate Tower Level 15,  
Nehru Place, New Delhi -  
110019,  
India

This is to authorize **Kartik Kesharwani** to undergo Pre-Employment Health Check-Up.

**Below are the steps to Register:**

- Login to <https://vhealth.io/campaign/nokia-preemp/>
- Register yourself and make payment of INR 950 towards the health check-up
- You will receive an appointment confirmation call from Indian Health Organization within the next two working days

In case of clarity required regarding your appointment, you can also write at [wellness@iho.in](mailto:wellness@iho.in)

**Kindly note:** Your fitness status and reports will be shared only with HR Department at Nokia.



---

**Nelson Rajkumar**  
**Human Resources**



## DATACORP TRAFFIC PRIVATE LIMITED

### Traffic Data Collection & Analysis

Ref No: DC-BLR/CR/PO/22-23/003

Date: 05th November 2022

Dear Mr. Dheeraj Kumar

#### Provisional Offer Letter

Further to the interview held on 27th October 2022, we are pleased to inform that you have been shortlisted for the position of Jr. Software Engineer.

Your annual total employment cost to the company would be Rs. 435000/- (Four lakhs thirty-five thousand only) and you will receive a detailed offer letter from the company while doing the joining formalities.

The reporting address is DataCorp Traffic Private Limited, Plot No:2, Railway station road, Harsha Layout, Kengeri, Bangalore 560 060.

Your date of joining with the company will be informed to you in due course of time. This provisional offer letter is valid until your joining date, subject to successful completion of joining formalities and thereafter would expire automatically. This offer does not confer to any right of whatsoever nature for employment in the company.

Looking forward to your joining and a mutual beneficial association.

Thanking you,

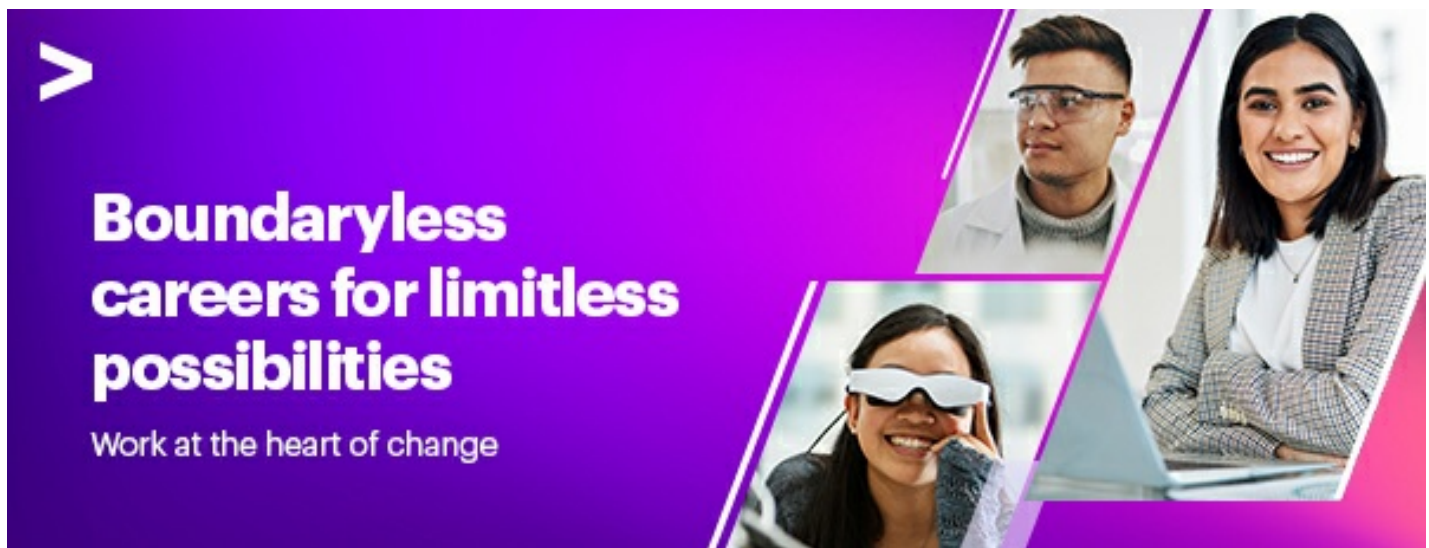
**For DataCorp Traffic Private Limited**

  
**Arul Selvaraj**  
(Head - HR & Admin)

I Accept the terms and conditions

**Dheeraj Kumar**

Date & Place: \_\_\_\_\_



To,

**Name :** Shivam Singh

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Shivam Singh,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”

Date: 24 January 2023

Name: Himanshu Kumar Gupta

Address: Sir MVIT Bangalore - Sir M. Visvesvaraya Institute of Technology - Bangalore

Dear Himanshu Kumar,

Thank you for participating in our campus hiring process and we congratulate you on clearing our selection process. We are glad to issue this Letter of Intent to offer employment with Société Générale Global Solutions Centre Private Limited, India (SG GSC India).

However, your offer of employment will be subject to the conditions that you:

- Clear your current degree course study with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Will not have any backlogs on completion of the course
- Are flexible to work in any shift / process within SG GSC India

Your work location would be Bangalore, which may be subjected to change later owing to business requirements.

Your proposed **Total Potential CTC** (inclusive of allowance) is 662,474 the details of which are given below:

S. No.	Salary Components	Amount in INR Per Annum
1	Gross Salary	475,000
2	Retirals	39,924
3	Potential Variable Pay	118,750
4	Potential CTC (1+2+3)	<b>633,674</b>
5	Work Enablement Allowance	28,800
6	Potential CTC + Work Enablement Allowance (4+5)	<b>662,474</b>

Please be informed that this Letter of Intent does not constitute a contract of employment or guarantee you any employment with SG GSC India. SG GSC India reserves the right to withdraw this Letter of Intent or to modify any terms, without any prior notice, at its sole discretion.

With best wishes

Yours Sincerely,

For **Societe Generale Global Solution Centre Pvt Ltd,**



**Suja Antony**  
**Head Talent Acquisition**

I Accept  
Candidate Name:  
Signature:

Date: 24 January 2023

Name: Poshitha K J

Address: Sir MVIT Bangalore - Sir M. Visvesvaraya Institute of Technology - Bangalore

Dear Poshitha,

Thank you for participating in our campus hiring process and we congratulate you on clearing our selection process. We are glad to issue this Letter of Intent to offer employment with Société Générale Global Solutions Centre Private Limited, India (SG GSC India).

However, your offer of employment will be subject to the conditions that you:

- Clear your current degree course study with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Will not have any backlogs on completion of the course
- Are flexible to work in any shift / process within SG GSC India

Your work location would be Bangalore, which may be subjected to change later owing to business requirements.

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6	Potential CTC + Work Enablement Allowance (4+5)	<b>662,474</b>

Please be informed that this Letter of Intent does not constitute a contract of employment or guarantee you any employment with SG GSC India. SG GSC India reserves the right to withdraw this Letter of Intent or to modify any terms, without any prior notice, at its sole discretion.

With best wishes

Yours Sincerely,

For **Societe Generale Global Solution Centre Pvt Ltd,**



**Suja Antony**  
**Head Talent Acquisition**

I Accept  
Candidate Name:  
Signature:



## LETTER OF INTENT

02-May-2023

**Mr. Dishant Banik**  
**Basabitan 2 flat no 40c IC road,**  
**rahara north 24 paraganas west bengal.**  
**Mob: +91 7892566324**

**Dear Dishant,**

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as **Trainee System Engineer**

Your annual total remuneration (CTC) of **Rs. 368,000/= (Rupees Three Lakh(s) Sixty Eight Thousand Only)** is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of **2 years after joining (excluding notice period)**, failing which you (and your surety) will be liable to pay **Rs.1,00,000/-** towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may





be either extended or your employment will be confirmed. During the probation period, either of the two parties (you or the company) may terminate the association by giving the other a notice of thirty (30) days or salary in lieu thereof along with the agreement amount subject to management's approval. If it is found that any information provided by you at the time of joining the Company or thereafter, is false or material facts have been intentionally suppressed or misrepresented, your services may be terminated with immediate effect upon issue of written notice by the Company.

Your joining date will be communicated later. Your place of work will be at our office located in **"Sirius Building, 1<sup>st</sup>& 2<sup>nd</sup> Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052.** However, Stratogent at its discretion can transfer you to any of its subsidiary, associate companies or client offices in India or overseas. In such cases, the terms of your employment with Stratogent may be governed by the terms and conditions applicable to the new location / company.

All terms and conditions of your employment, including the code of conduct, will be in accordance with the appointment letter. Soon after you begin your employment with the Company, you will also be invited to attend a new hire orientation to acquaint you more fully with the Company's values, organization, practices and products.

This offer is valid for a period of one week from the date of the letter, and shall lapse automatically unless you confirm your acceptance. Please indicate your acceptance by signing in the appropriate place and indicating your date of joining and return it to our attention at our current company location.

You are required to submit the following documents at the time of reporting for duty:

- a) Certificates in proof of your educational qualifications.
- b) Educational Marks Sheets
- c) Copy of Technical Certification courses
- d) Duly signed Agreement – if applicable
- e) Certificate in proof of your Date of Birth
- f) Certificate in proof of Residential Address (Current & Permanent)
- g) Relieving & Experience letters from your current and previous employers
- h) Last increment Letter
- i) Last 3 months pay slip of your recent employment
- j) Three passport size photographs
- k) Copy of PAN Card; and
- l) Copy of passport and Aadhar Card

We are very excited about the prospect of your joining our team. We feel your contributions will be invaluable, and we are confident you will find the position to be challenging and professionally rewarding.

Stratogent Technology Services Pvt. Ltd.  
Sirius Building, 1st& 2nd Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052, India  
Ph# +91-80-41131484 [www.stratogent.com](http://www.stratogent.com)  
CIN: U72200KA2008PTC047542





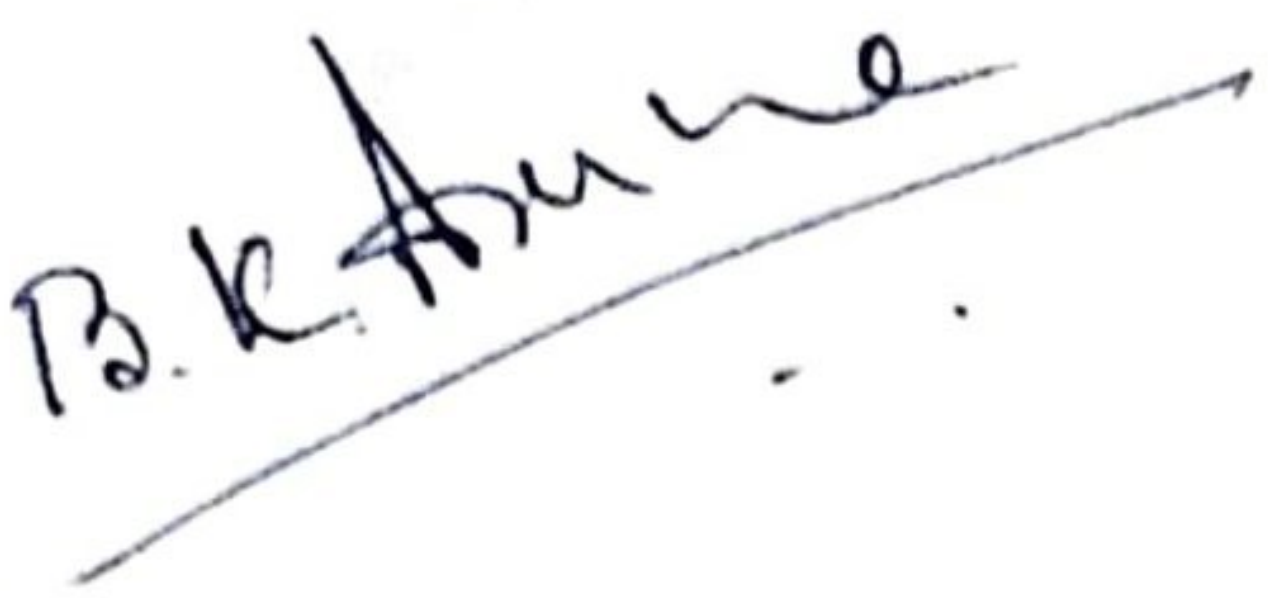
We are looking forward to your favorable response and working with you in the near future.

For any questions or clarifications regarding this offer, please contact me on +91 080 46788555 or send an email to Santhosh.chandran@stratogent.com.

Yours sincerely,

**For Stratogent Technologies India Pvt. Ltd.**

I accept the above terms and conditions:

  
\_\_\_\_\_

Employee signature: \_\_\_\_\_



**Name: Aruna B K**

**Name: DISHANT BANIK**

**Title: Manager HR & Finance**

**Date: 3<sup>rd</sup> MAY 2023**



## Annexure A: COMPENSATION

COMPENSATION SUMMARY	Per Month	Per Annum
<b>FIXED PAY</b>		
Basic Salary	18,500	222,000
Conveyance Allowance	1600	19,200
HRA	5,964	71,570
Flexi Allowance	0	0
<b>TOTAL COMPENSATION</b>	<b>26,064</b>	<b>312,770</b>
<b>RETIRALS &amp; BENEFITS</b>		
Employer's Contribution to PF	1,800	21,600
Gratuity #		10,674
Employer's Contribution to ESI		0
Accident Insurance ##		270
Medical Insurance ###		4,286
<b>VARIABLE PERFORMANCE PAY *</b>		
Personal Performance Linked Pay		0
Annual Performance Linked Pay		18,400
<b>CTC (Cost to Company)</b>		<b>368,000</b>

For Stratogent Technology Services Pvt. Ltd.,

*B. K. Aruna*

**Aruna B K**  
**(Manager HR & Finance)**



## ANNEXURE B

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

### \*Flexi Allowance

Component	Maximum limit	Explanation
LTA	2 months Basic Salary	As per IT Act, LTA becomes tax exempt up to a maximum of economy class air fare twice during a four year period (currently 2018-21) for "family" as defined under the Act.
Meal Coupons	13200	Tax exempt, Ticket Restaurant vouchers
National Pension Scheme	10% of Basic Salary	Retirement Plan
Children education Allowance		Tax exempt for up to 2 children @ Rs.100/- per child p.m.
Special Allowance	Balance amount as per option chosen will be paid through payroll	Taxable

\*\*Annual Performance Linked Pay will be paid annually based on the performance of the company, unit and allocation. Personal Performance Linked Pay will be paid bi-annually based on employee's performance. Payment is subject to being active on company rolls (Not serving notice) on the date of announcement of Variable Performance Pay. Variable Performance Pay will be treated as productivity bonus in lieu of statutory profit bonus.

## Self covered under Accident Insurance for Rs. 1000000/-

### Self, Spouse, Children covered under Medical Insurance for Rs. 500000/-, can opt for parents coverage by contributing the premium. Also, anyone who is falling under ESI act can opt for Medical plan by contributing the premium

# Gratuity amount is paid as per Gratuity Act, 1972



## LETTER OF INTENT

02-May-2023

**Mr. Abhishek S Masgal**  
**sir mvit kcds mens hostel unit 2**  
**hunsemaranahalli bengaluru**  
**Mob: +91 8310577267**

Dear Abhishek,

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as **Trainee System Engineer**

Your annual total remuneration (CTC) of **Rs. 380,000/= (Rupees Three Lakh(s) Eighty Thousand Only)** is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of **2 years after joining (excluding notice period)**, failing which you (and your surety) will be liable to pay **Rs.1,00,000/-** towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may



be either extended or your employment will be confirmed. During the probation period, either of the two parties (you or the company) may terminate the association by giving the other a notice of thirty (30) days or salary in lieu thereof along with the agreement amount subject to management's approval. If it is found that any information provided by you at the time of joining the Company or thereafter, is false or material facts have been intentionally suppressed or misrepresented, your services may be terminated with immediate effect upon issue of written notice by the Company.

Your joining date will be communicated later. Your place of work will be at our office located in **"Sirius Building, 1<sup>st</sup>& 2<sup>nd</sup> Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052.** However, Stratogent at its discretion can transfer you to any of its subsidiary, associate companies or client offices in India or overseas. In such cases, the terms of your employment with Stratogent may be governed by the terms and conditions applicable to the new location / company.

All terms and conditions of your employment, including the code of conduct, will be in accordance with the appointment letter. Soon after you begin your employment with the Company, you will also be invited to attend a new hire orientation to acquaint you more fully with the Company's values, organization, practices and products.

This offer is valid for a period of one week from the date of the letter, and shall lapse automatically unless you confirm your acceptance. Please indicate your acceptance by signing in the appropriate place and indicating your date of joining and return it to our attention at our current company location.

You are required to submit the following documents at the time of reporting for duty:

- a) Certificates in proof of your educational qualifications.
- b) Educational Marks Sheets
- c) Copy of Technical Certification courses
- d) Duly signed Agreement – if applicable
- e) Certificate in proof of your Date of Birth
- f) Certificate in proof of Residential Address (Current & Permanent)
- g) Relieving & Experience letters from your current and previous employers
- h) Last increment Letter
- i) Last 3 months pay slip of your recent employment
- j) Three passport size photographs
- k) Copy of PAN Card; and
- l) Copy of passport and Aadhar Card

We are very excited about the prospect of your joining our team. We feel your contributions will be invaluable, and we are confident you will find the position to be challenging and professionally rewarding.



We are looking forward to your favorable response and working with you in the near future.

For any questions or clarifications regarding this offer, please contact me on +91 080 46788555 or send an email to Santhosh.chandran@stratogent.com.

Yours sincerely,

**For Stratogent Technologies India Pvt. Ltd.**

I accept the above terms and conditions:

**Employee signature:** \_\_\_\_\_

**Name: Aruna B K**

**Name:** .....

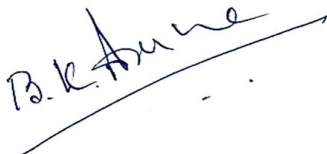
**Title: Manager HR & Finance**

**Date:** .....

**Annexure A:**  
**COMPENSATION**

COMPENSATION SUMMARY	Per Month	Per Annum
<b>FIXED PAY</b>		
Basic Salary	18,500	222,000
Conveyance Allowance	1600	19,200
HRA	6,914	82,970
Flexi Allowance	0	0
<b>TOTAL COMPENSATION</b>	<b>27,014</b>	<b>324,170</b>
<b>RETIRALS &amp; BENEFITS</b>		
Employer's Contribution to PF	1,800	21,600
Gratuity #		10,674
Employer's Contribution to ESI		0
Accident Insurance ##		270
Medical Insurance ###		4,286
<b>VARIABLE PERFORMANCE PAY *</b>		
Personal Performance Linked Pay		0
Annual Performance Linked Pay		19,000
<b>CTC (Cost to Company)</b>		<b>380,000</b>

**For Stratogent Technology Services Pvt. Ltd.,**



**Aruna B K**  
**(Manager HR & Finance)**

## ANNEXURE B

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

### \*Flexi Allowance

Component	Maximum limit	Explanation
LTA	2 months Basic Salary	As per IT Act, LTA becomes tax exempt up to a maximum of economy class air fare twice during a four year period (currently 2018-21) for “family” as defined under the Act.
Meal Coupons	13200	Tax exempt, Ticket Restaurant vouchers
National Pension Scheme	10% of Basic Salary	Retirement Plan
Children education Allowance		Tax exempt for up to 2 children @ Rs.100/- per child p.m.
Special Allowance	Balance amount as per option chosen will be paid through payroll	Taxable

\*\*Annual Performance Linked Pay will be paid annually based on the performance of the company, unit and allocation. Personal Performance Linked Pay will be paid bi-annually based on employee’s performance. Payment is subject to being active on company rolls (Not serving notice) on the date of announcement of Variable Performance Pay. Variable Performance Pay will be treated as productivity bonus in lieu of statutory profit bonus.

## Self covered under Accident Insurance for Rs. 1000000/-

### Self, Spouse, Children covered under Medical Insurance for Rs. 500000/-, can opt for parents coverage by contributing the premium. Also, anyone who is falling under ESI act can opt for Medical plan by contributing the premium

# Gratuity amount is paid as per Gratuity Act, 1972



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223981856/Bangalore**

**Date: 28/09/2022**

Mr. D H Gowda  
118Haralimara Road,  
Halaguru Post,  
Mandya-571421,  
Karnataka.  
Tel# -9901665677

Dear D H Gowda,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/CT20223981856**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TCSL/CT20223981856**

**4**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**RETIRALS****Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

**TERMS AND CONDITIONS****1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



## **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## **3. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **5. Mobility**

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.





## **9. Confidentiality Agreement**

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.





### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>D H Gowda</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264

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TCSL/CT20223981856

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## **11. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222881283/Bangalore**

**Date: 29/09/2022**

Mr. Gudikal Sai Vamsi  
D:No-25-1-5523rd Street , Postal Colony,  
Rajarajeshwari Temple,  
Nellore-524004,  
Andhra Pradesh.  
Tel# -

Dear Gudikal Sai Vamsi,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20222881283**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**3**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.





## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.





### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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**TCSL/DT20222881283**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

## **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

## **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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**TCSL/DT20222881283**

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Gudikal Sai Vamsi</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752





## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## **11. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20224031195/Bangalore**

**Date: 28/09/2022**

Ms. Kandanolu Kowshika Reddy  
D.No-27/327, Pola Residency,  
Moolasagaram,  
Nandyal-518501,  
Andhrapradesh.  
Tel# 91-7330941667

Dear Kandanolu Kowshika Reddy,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/CT20224031195**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

**TCS Confidential**

**TCSL/CT20224031195**

**4**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**RETIRALS****Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

**TERMS AND CONDITIONS****1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.





## **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## **3. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **5. Mobility**

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **9. Confidentiality Agreement**

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer





The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Kandanoolu Kowshika Reddy</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>





## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223993397/Bangalore**

**Date: 29/09/2022**

Mr. Kishan Kumar  
53aMain Road,  
Near Bibi Ganj More,  
Danapur Cantt-801503,  
Bihar.  
Tel# 91-7033583467

Dear Kishan Kumar,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.







## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

#### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Kishan Kumar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20223114907/Bangalore**

**Date: 29/09/2022**

Ms. Komal Priya  
Sir Mvit Ladies Hostel, Hunamaranahalli,  
Sir Mvit,  
Bangaluru-562157,  
Karnataka.  
Tel# -8860090112

Dear Komal Priya,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**

**TCSL/DT20223114907**

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

2173649 / ELTP-CAMPUS / 2023

15-Dec-2022

**Subject: Letter of Intent**

**Dear Bindhushree,**

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

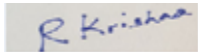


We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **30-Jun-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
**For Tech Mahindra Limited,**



**Krishna Ramaswamy**

**Head - Resource Management Group**

## **Annexure - A**

### **Learning and Certification**

Selects to learn the below UdeMy courses in self-learning mode and earn the course completion certificate for each course

Detailed learning instructions will be communicated separately.

<b>Category</b>	<b>UdeMy Course Name</b>	<b>Course Duration (in Hrs)</b>
Programming Foundations	Programming 101	4.5
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS	27.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	13.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2022	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022	9.5
Communication	The Art of Communications ? Become a Master Communicator	4
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.5
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7



### Annexure - B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>325000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
<b>Flexible Components of TFP ^</b>	<b>28428</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>280985</b>
Total Variable Pay (TVP) (Per Annum) (*)	31221
<b>Total.....(A)</b>	<b>312206</b>
<b>Additional Benefits....(B)</b>	<b>12794</b>
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>325000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>INR 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>INR 3 lakhs</b> (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>INR 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto <b>INR 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

**LETTER OF INTENT**

Date: 29-Sep-2022

**Name: Vinutha H****College: SIR MVIT Bangalore**

Dear Vinutha ,

Thank you for exploring career opportunities with **TheMathCompany Pvt Ltd**. You have successfully completed our selection process and we are pleased to make you an offer for the position of **Analyst**.

We look forward to having you join us in our mission to be the world's largest problem solver. We are sure that you will find TheMathCompany an exciting place to learn, contribute and grow.

Your initial place of posting for training will be Bangalore post which it will be a hybrid setup. Your compensation package will be **₹ 5,50,000 /-** per annum which includes **INR 1,00,000** as annual bonus. Your 3-year compensation progression is shown below.

Total Cost to Company (CTC) Breakup (in INR)				
Particulars	2024	2025	2026	Total CTC
Total Cost to Company from joining till <b>June 2024</b>	(PA) 4,50,000			
Guaranteed bonus to be paid in <b>June 2024</b>	*1,00,000			
1 <sup>st</sup> Compensation revision – <b>July 2024</b>		(PA) 6,00,000		
Guaranteed bonus to be paid in <b>June 2025</b>		*2,00,000		
2 <sup>nd</sup> Compensation revision – <b>July 2025</b>			(PA) ** 8,50,000	
Guaranteed bonus to be paid in <b>June 2026</b>			*4,00,000	
<b>Total Cost to Company in 3 years</b>				<b>26,00,000</b>





All pay-outs are subject to tax deductions as per existing tax laws

\*Guaranteed bonus to be paid along with June salary subject to being on the roles of the company and not serving notice period

\*\*Subject to performance


#### COMPENSATION DETAILS OF YEAR 1

Compensation Details		
Particulars	Monthly	Yearly
Basic Salary	₹ 18,750	₹ 2,25,000
House Rent Allowance	₹ 7,500	₹ 90,000
Conveyance Allowance	₹ 2,083	₹ 25,000
Medical Allowance	₹ 1,250	₹ 15,000
Food Allowance	₹ 2,200	₹ 26,400
Leave Travel Allowance	₹ 938	₹ 11,250
PF Contribution (Employer Contribution)	₹ 1,800	₹ 21,600
Special Allowance	₹ 2,979	₹ 35,750
<b>Total Fixed Compensation</b>	<b>₹ 37,500</b>	<b>₹ 4,50,000</b>
<b>Bonus Compensation</b>		<b>₹ 1,00,000</b>
<b>Total Cost to Company (CTC)</b>		<b>₹ 5,50,000</b>

- You are covered under **Group Insurance Cover** where you and your immediate family are eligible for **₹5,00,000 coverage per annum** (Family refers to self, spouse, two children & parents/in-laws). In addition, you are also covered under **Group Personal Accident Insurance cover for ₹20,00,000** and **Life Insurance cover for ₹25,00,000**.

Your joining date will be intimated by June 2023, and you will receive your formal offer letter on your joining day.

Thanking You,



**Authorised Signatory**  
**TheMathCompany Private Limited**



Date: 21-Nov-2022

To:  
Mr. Gudikal Sai Vamsi  
Sir M. Visvesvaraya Institute of Technology  
Bangalore

Dear Gudikal,

**SUBJECT: LETTER OF ENGAGEMENT AS A STUDENT TRAINEE**

With reference to the discussions that you (**you** or the **Trainee**) have had with **Torry Harris Business Solutions Private Limited** (the **Company** or **us**), the Company is pleased to inform you that you have been selected to undergo training in the Company as a Student Trainee on the following terms and conditions:

**1. NATURE OF ENGAGEMENT:**

You will be engaged as a Student Trainee in the field of software and IT services.

**2. DURATION OF INTERNSHIP:**

The duration of Internship will be for a period of 3 months, the dates will be shared on or before Dec 2022. Unless the Company extends the period of your Internship/training in writing, your Internship/training shall automatically stand terminated upon the expiry of the Internship/training period.

**3. STIPEND:**

During the Internship period, you will be paid a consolidated monthly Stipend of **Rs. 20,000 (Rupees Twenty Thousand Only) per month** and you shall not be entitled to any other remuneration of any sort.

**4. VERIFICATION REPORT:**

Your engagement will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your

Strictly Confidential

application and the information given at the time of interview, including the references given by you.

## **5. OBLIGATION AND RESPONSIBILITIES:**

a) During the internship/training period, the Company expects you to undergo training in any department/section in which you are placed with high standard of initiative and efficiency.

b) The Trainee agrees and acknowledges that as a part of her/his internship program with the Company, the Trainee may be granted access to various kinds of Confidential Information. For the purposes of this letter, the term **Confidential Information** shall mean and include, without limitation, all knowledge or information concerning the Company, the Company's businesses, employment policies and practices, business requirements, customers, partners, service providers, Trainees, students, vendors, pricing, customer information, account information, business planning, business operations, administration, financials, marketing, sales, investment strategies, sales data, flow charts, projections, strategies, pricing information, information technology architectures and solutions and systems, inventions, patents, products, processes, methods, techniques, software, computer programs, computer systems, software devices, information about the design, methodology and documentation thereof, training manuals, plans, charts, lists, details, notes, files, letters, memoranda, reports, records, data, sketches, journals, copyrightable materials, trade secrets, usernames and passwords, educational content, and any records and repositories of all of the foregoing, in whatever form or medium, written or oral, printed documents, computer disks or tapes, whether machine or user readable, and this term shall include derivative works of the said Confidential Information.

c) The Trainee agrees and undertakes that:

- (i) shall not during the term of this Internship/training program or at any time thereafter, divulge or make use of any trade secrets,



Confidential Information, or intellectual property of any kind concerning the business of the Company or any of their dealings, transactions and affairs or any information concerning any of their partners, or customers which s/he possesses or comes to possess during the term of her/his Internship/training program with the Company, or which s/he may make or discover during the said period and that s/he shall also use her/his best endeavours to prevent any other person from doing so.

- (ii) all data, documents, emails, papers, plans, drawings, photographs, reports, statements, correspondence, etc. and technical information, know-how and instructions as well as business details or commercial policies that pass to the Trainee or which come to her/his knowledge shall be treated as confidential and s/he shall be bound to keep secret all such confidential matters including papers and documents, computer floppies, USB drives, hard drives, CDs or other media containing the same and shall not disclose, communicate, reproduce or distribute the same or copies thereof to anyone except in the course of the rightful discharge of her/his duties towards the Company.
- (iii) shall not at any time after the termination of the Internship/training program in any way make known or divulge to any person, firm or body corporate any of the methods, systems or other information of any kind in relation to the affairs of the Company whether such information is or was acquired by the Trainee before commencement of her/his Internship/training program with the Company.
- (iv) ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans,

know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by the Trainee, whether before or after commencement of the Trainee's Internship/training with the Company (the **Intellectual Property**) shall vest in the Company.

- (v) the Trainee hereby transfers and assigns in favour of the Company, all rights, title and interest in and to all the Intellectual Property, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Trainee agrees that such assignment shall be perpetual, worldwide and royalty free.
- (vi) notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Trainee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Trainee further acknowledges and agrees that he shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. The Trainee also agrees to assist and

cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

(vii) shall forthwith communicate to the Company and transfer to it the exclusive benefit of all inventions, discoveries and improvements which s/he may make or discover during the continuance of her/his engagement relating to the Company's trade or business and shall give full information as to the exact mode of working and usage of the same and also all such explanation and instructions, to the officers and workmen of the Company as may be necessary to enable them to work the same effectively and shall, at the expense of the Company, furnish it with all necessary plans, drawings and models.

(viii) shall, whenever requested so to do by the Company whether during or after the termination of this letter, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

## **6. RELATIONSHIP BETWEEN THE PARTIES:**

a) The Company and the Trainee acknowledge and agree that the Company agreeing to allow the Trainee to participate in the Internship/training program of the Company in terms of this letter does not create any relationship of employer and employee, nor principal and agent and under no circumstances is the Trainee to be considered the employee or agent of the Company. You agree and acknowledge that the Internship/training program of the Company is a voluntary programme for a fixed duration undertaken purely for educational

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purposes and with a view to evaluating whether you can be employed at a future date, in the sole discretion of the Company.

- b) The Trainee undertakes to perform in terms of this letter as an independent contractor for the purpose of providing services to the Company and the Trainee shall have no right or authority to assume or claim any obligation of any kind, expressed or implied, nor to accept or to take any monies on orders obtained, nor to bind the Company in any way whatsoever, nor to hold itself out as an agent, employee or officer of the Company to any third party. The Trainee shall make no representation, undertaking or warranty concerning the Company's products and services.

#### **7. POSTING:**

During your Internship/training period, you are liable to be transferred or assigned to work in any division or department of the Company. You may also be required to undergo Internship/training in order to enable you to have hands on experience in various skills, you may be entrusted with different assignments and duties.

#### **8. MISCONDUCT:**

- a) In the event that you are found guilty any misconduct, you are liable to be disengaged without any notice or payment of stipend in lieu of notice.
- b) Notwithstanding the condition regarding written notice of termination, the Company shall have the right to terminate your Internship/ training without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or if you are found to have willfully suppressed any material information.

## **9. TERMINATION:**

Notwithstanding anything contained herein, the Company reserves the right in its sole discretion, of terminating your engagement during the Internship/training period, without assigning any reasons, by giving 15 days' notice or payment of fifteen days' stipend in lieu of notice.

In the event of your remaining absent without leave or permission for more than three consecutive days (including remaining absent after the sanctioned leave period for a consecutive period of more than three days), you are liable to be treated as having abandoned the Internship/training, and the Company shall be entitled to terminate your engagement without any notice or payment of any stipend in lieu of notice.

## **10. AFTER COMPLETION/TERMINATION OF TRAINING:**

On completion/termination of training, you will immediately surrender to the Company all specifications, documents, literature, drawings, records etc., belonging to the Company or relating to its business and shall not take or retain any copies of the said items.

## **11. FUTURE EMPLOYMENT:**

In the event that you complete the training to the subjective satisfaction of the Company in its sole discretion, you will be appointed as **Associate Software Engineer** Trainee in the service of the Company with a **gross salary of Rs. 4,50,000 per annum**. In addition, you will also be entitled for a **performance linked pay of up to Rs. 50,000 (Rupees Fifty Thousand only) per annum**. You will be considered as a regular employee of the Company from the date you are absorbed in the employment of the Company. The period of Training will not be counted for the purpose of computing your tenure of service with the Company or for extending, any benefit that are otherwise available to the regular employees of the Company.



## **12. DATE OF COMMENCEMENT OF INTERSHIP/TRAINING:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed or an email acceptance within four days from the date of this letter. Your reporting date and time will be communicated later.

While reporting for training please bring

- 4 White background Passport size photographs
- 2 copies each of your certificates starting from 10<sup>th</sup> to the highest
- Provisional or course completion certificate (Engineering)
- Fitness certificate from any registered practitioner (Original)
- Address proof copy (Passport, Voters ID, Driving License, or UID)

The original certificates will be returned to you after verification.

After your successful completion of the training programme, and should the Company agree to employ you, you agree to be posted in any location where the Company is operating from. You agree that this could also include a unit in a Software Economic Zone (SEZ) location. This would be informed to you after the completion of your training.

We would like to take this opportunity to welcome you to the Company as a trainee. We hope that your training with us will be rewarding.

Yours faithfully,

For **TORRY HARRIS BUSINESS SOLUTIONS PRIVATE LIMITED**

Shivdayal Charan  
Authorized Signatory

## **ENDORSEMENT**

I, accept the terms and conditions stipulated in the above letter of engagement.

**PLACE:**

**DATE:**

**(Signature of the Candidate)**

Date: 21-Nov-2022

To:  
Mr. Ishu Singh  
Sir M. Visvesvaraya Institute of Technology  
Bangalore

Dear Ishu,

**SUBJECT: LETTER OF ENGAGEMENT AS A STUDENT TRAINEE**

With reference to the discussions that you (**you** or the **Trainee**) have had with **Torry Harris Business Solutions Private Limited** (the **Company** or **us**), the Company is pleased to inform you that you have been selected to undergo training in the Company as a Student Trainee on the following terms and conditions:

**1. NATURE OF ENGAGEMENT:**

You will be engaged as a Student Trainee in the field of software and IT services.

**2. DURATION OF INTERNSHIP:**

The duration of Internship will be for a period of 3 months, the dates will be shared on or before Dec 2022. Unless the Company extends the period of your Internship/training in writing, your Internship/training shall automatically stand terminated upon the expiry of the Internship/training period.

**3. STIPEND:**

During the Internship period, you will be paid a consolidated monthly Stipend of **Rs. 20,000 (Rupees Twenty Thousand Only) per month** and you shall not be entitled to any other remuneration of any sort.

**4. VERIFICATION REPORT:**

Your engagement will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your

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application and the information given at the time of interview, including the references given by you.

**5. OBLIGATION AND RESPONSIBILITIES:**

a) During the internship/training period, the Company expects you to undergo training in any department/section in which you are placed with high standard of initiative and efficiency.

b) The Trainee agrees and acknowledges that as a part of her/his internship program with the Company, the Trainee may be granted access to various kinds of Confidential Information. For the purposes of this letter, the term **Confidential Information** shall mean and include, without limitation, all knowledge or information concerning the Company, the Company's businesses, employment policies and practices, business requirements, customers, partners, service providers, Trainees, students, vendors, pricing, customer information, account information, business planning, business operations, administration, financials, marketing, sales, investment strategies, sales data, flow charts, projections, strategies, pricing information, information technology architectures and solutions and systems, inventions, patents, products, processes, methods, techniques, software, computer programs, computer systems, software devices, information about the design, methodology and documentation thereof, training manuals, plans, charts, lists, details, notes, files, letters, memoranda, reports, records, data, sketches, journals, copyrightable materials, trade secrets, usernames and passwords, educational content, and any records and repositories of all of the foregoing, in whatever form or medium, written or oral, printed documents, computer disks or tapes, whether machine or user readable, and this term shall include derivative works of the said Confidential Information.

c) The Trainee agrees and undertakes that:

- (i) shall not during the term of this Internship/training program or at any time thereafter, divulge or make use of any trade secrets,

Confidential Information, or intellectual property of any kind concerning the business of the Company or any of their dealings, transactions and affairs or any information concerning any of their partners, or customers which s/he possesses or comes to possess during the term of her/his Internship/training program with the Company, or which s/he may make or discover during the said period and that s/he shall also use her/his best endeavours to prevent any other person from doing so.

- (ii) all data, documents, emails, papers, plans, drawings, photographs, reports, statements, correspondence, etc. and technical information, know-how and instructions as well as business details or commercial policies that pass to the Trainee or which come to her/his knowledge shall be treated as confidential and s/he shall be bound to keep secret all such confidential matters including papers and documents, computer floppies, USB drives, hard drives, CDs or other media containing the same and shall not disclose, communicate, reproduce or distribute the same or copies thereof to anyone except in the course of the rightful discharge of her/his duties towards the Company.
- (iii) shall not at any time after the termination of the Internship/training program in any way make known or divulge to any person, firm or body corporate any of the methods, systems or other information of any kind in relation to the affairs of the Company whether such information is or was acquired by the Trainee before commencement of her/his Internship/training program with the Company.
- (iv) ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans,



know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by the Trainee, whether before or after commencement of the Trainee's Internship/training with the Company (the **Intellectual Property**) shall vest in the Company.

- (v) the Trainee hereby transfers and assigns in favour of the Company, all rights, title and interest in and to all the Intellectual Property, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Trainee agrees that such assignment shall be perpetual, worldwide and royalty free.
- (vi) notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Trainee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Trainee further acknowledges and agrees that he shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. The Trainee also agrees to assist and

cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

(vii) shall forthwith communicate to the Company and transfer to it the exclusive benefit of all inventions, discoveries and improvements which s/he may make or discover during the continuance of her/his engagement relating to the Company's trade or business and shall give full information as to the exact mode of working and usage of the same and also all such explanation and instructions, to the officers and workmen of the Company as may be necessary to enable them to work the same effectively and shall, at the expense of the Company, furnish it with all necessary plans, drawings and models.

(viii) shall, whenever requested so to do by the Company whether during or after the termination of this letter, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

## **6. RELATIONSHIP BETWEEN THE PARTIES:**

a) The Company and the Trainee acknowledge and agree that the Company agreeing to allow the Trainee to participate in the Internship/ training program of the Company in terms of this letter does not create any relationship of employer and employee, nor principal and agent and under no circumstances is the Trainee to be considered the employee or agent of the Company. You agree and acknowledge that the Internship/training program of the Company is a voluntary programme for a fixed duration undertaken purely for educational

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purposes and with a view to evaluating whether you can be employed at a future date, in the sole discretion of the Company.

- b) The Trainee undertakes to perform in terms of this letter as an independent contractor for the purpose of providing services to the Company and the Trainee shall have no right or authority to assume or claim any obligation of any kind, expressed or implied, nor to accept or to take any monies on orders obtained, nor to bind the Company in any way whatsoever, nor to hold itself out as an agent, employee or officer of the Company to any third party. The Trainee shall make no representation, undertaking or warranty concerning the Company's products and services.

#### **7. POSTING:**

During your Internship/training period, you are liable to be transferred or assigned to work in any division or department of the Company. You may also be required to undergo Internship/training in order to enable you to have hands on experience in various skills, you may be entrusted with different assignments and duties.

#### **8. MISCONDUCT:**

- a) In the event that you are found guilty any misconduct, you are liable to be disengaged without any notice or payment of stipend in lieu of notice.
- b) Notwithstanding the condition regarding written notice of termination, the Company shall have the right to terminate your Internship/ training without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or if you are found to have willfully suppressed any material information.

## **9. TERMINATION:**

Notwithstanding anything contained herein, the Company reserves the right in its sole discretion, of terminating your engagement during the Internship/training period, without assigning any reasons, by giving 15 days' notice or payment of fifteen days' stipend in lieu of notice.

In the event of your remaining absent without leave or permission for more than three consecutive days (including remaining absent after the sanctioned leave period for a consecutive period of more than three days), you are liable to be treated as having abandoned the Internship/training, and the Company shall be entitled to terminate your engagement without any notice or payment of any stipend in lieu of notice.

## **10. AFTER COMPLETION/TERMINATION OF TRAINING:**

On completion/termination of training, you will immediately surrender to the Company all specifications, documents, literature, drawings, records etc., belonging to the Company or relating to its business and shall not take or retain any copies of the said items.

## **11. FUTURE EMPLOYMENT:**

In the event that you complete the training to the subjective satisfaction of the Company in its sole discretion, you will be appointed as **Associate Software Engineer** Trainee in the service of the Company with a **gross salary of Rs. 4,50,000 per annum**. In addition, you will also be entitled for a **performance linked pay of up to Rs. 50,000 (Rupees Fifty Thousand only) per annum**. You will be considered as a regular employee of the Company from the date you are absorbed in the employment of the Company. The period of Training will not be counted for the purpose of computing your tenure of service with the Company or for extending, any benefit that are otherwise available to the regular employees of the Company.

## **12. DATE OF COMMENCEMENT OF INTERSHIP/TRAINING:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed or an email acceptance within four days from the date of this letter. Your reporting date and time will be communicated later.

While reporting for training please bring

- 4 White background Passport size photographs
- 2 copies each of your certificates starting from 10<sup>th</sup> to the highest
- Provisional or course completion certificate (Engineering)
- Fitness certificate from any registered practitioner (Original)
- Address proof copy (Passport, Voters ID, Driving License, or UID)

The original certificates will be returned to you after verification.

After your successful completion of the training programme, and should the Company agree to employ you, you agree to be posted in any location where the Company is operating from. You agree that this could also include a unit in a Software Economic Zone (SEZ) location. This would be informed to you after the completion of your training.

We would like to take this opportunity to welcome you to the Company as a trainee. We hope that your training with us will be rewarding.

Yours faithfully,

For **TORRY HARRIS BUSINESS SOLUTIONS PRIVATE LIMITED**

Shivdayal Charan  
Authorized Signatory



## **ENDORSEMENT**

I, accept the terms and conditions stipulated in the above letter of engagement.

**PLACE:**

**DATE:**

**(Signature of the Candidate)**

ACADEMIC YEAR  
2022-2023  
DEPT OF EEE  
PLACED STUDENTS OFFER  
LETTER

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Soura Upadhyay Souren Upadhyay

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Soura Upadhyay Souren Upadhyay,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

### ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.SC
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	



**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

### **Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Soura Upadhyay Souren Upadhyay Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Mahalakshmi

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Mahalakshmi,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date



## ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

### **Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Mahalakshmi Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	264180	22015
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>465180</b>	<b>38765</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>465180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>508367</b>	<b>42363</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

# BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

**Date: 04/05/2023**

**Rohan Kedia**

**C11868349**

**Sir MVIT boys hostel, off International airport road, hunasamaranahalli, Yelahanka, Bengaluru, Karnataka  
9564918268**

Dear **Rohan Kedia**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

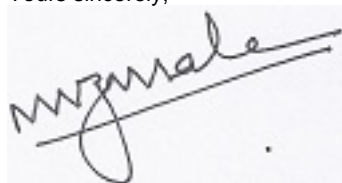
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

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**Rohan Kedia**

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 14,300/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 461200/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your

indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**(C)Joining Bonus:**

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

**2. Personal Accident coverage for self, up to three times your annual fixed compensation.**

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

**3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.**

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

# (D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.



##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5.You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **ANNEXURE II**

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
  2. Original marksheet of all semester (PG/UG).
  3. Original provisional degree certificate or convocation degree certificate.
  4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
  5. Copy of Degree/PG/Diploma (as applicable) certificates.
  6. Passport copy, if available (if not please apply immediately).
  7. Pan Card
  8. Certification Completion Document (as mentioned in the eligibility criteria)
  9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

#### **ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

---

**Rohan Kedia**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223951195/Bangalore**

**Date: 19/04/2023**

Mr. Sathish G K  
Devraj Aras Boys Hostel,  
Devanahalli,  
Bangalore Rural-562110,  
Karnataka.  
Tel# 91-8971606238

Dear Sathish G K,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in the **TCS Digital (TCS Digital)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/CT20223951195**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check

## **COMPENSATION AND BENEFITS**

### **Basic Salary**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

### **House Rent Allowance (HRA)**

Your HRA will be ₹7,500/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

### **Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

### **Personal Allowance**

You will be eligible for a monthly personal allowance of ₹17,272/- per month. This component is subject to review and may change as per TCSL's compensation policy.

### **Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

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**2**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹4,300/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹3,100/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹400/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

## **RETENTION INCENTIVE**

You are eligible for Retention Incentive of ₹70,000 payable to you on an annual basis. This component is in appreciation of continuity of service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.



### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

### **OTHER BENEFITS**

#### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

#### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.



### **Loans**

You will be eligible for loans, as per TCSL's loan policy.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### **Professional Memberships**

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Relevant Experience**

As per the recommendation of our management review panel, out of your total experience, 0.0 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

### **2. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of



your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **3. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

### **4. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **5. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory.

### **6. Working Hours**

Your working hours are governed by applicable law. You may be required to work in





shifts and/or over time depending upon the business exigencies as permitted by law.

## **7. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **8. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **9. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **10. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **11. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **12. Work in SBWS mode**

TCS' Secure Borderless Workspaces(SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.



It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

### **13. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **14. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **15. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **16. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.



ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **17. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **18. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **19. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **20. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### **21. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)



- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
  - Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
  - Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
  - Passport / Acknowledgement letter of passport application
  - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
  - 4 passport sized photographs
  - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
  - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
  - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry photocopies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## 22. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very



seriously to enable you to add maximum value to your professional and personal growth.

### **23. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

### **24. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

### **25. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **26. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement





activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**

**Global Head, Talent Acquisition & Academic Interface**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Sathish G K</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Quarterly Variable Allowance*	3,100	37,200
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>4) City Allowance</b>	400	4,800
TOTAL GROSS	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)



Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223966261/Bangalore**

**Date: 28/09/2022**

Mr. Jashwanth Kumar Dadi  
Sir Mvit Mens Hostel Unit 3 Airport Road,  
Hunasamaranahalli,  
Bengaluru-562157,  
Karnataka.  
Tel# -

Dear Jashwanth Kumar Dadi,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/CT20223966261**

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TCSL/CT20223966261**

**4**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**RETIRALS****Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

**TERMS AND CONDITIONS****1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



## **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## **3. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **5. Mobility**

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **9. Confidentiality Agreement**

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer





The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Jashwanth Kumar Dadi</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223966261/Bangalore**

**Date: 28/09/2022**

Mr. Jashwanth Kumar Dadi  
Sir Mvit Mens Hostel Unit 3 Airport Road,  
Hunasamaranahalli,  
Bengaluru-562157,  
Karnataka.  
Tel# -

Dear Jashwanth Kumar Dadi,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/CT20223966261**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**4**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**RETIRALS****Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

**TERMS AND CONDITIONS****1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



## **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## **3. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **5. Mobility**

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **9. Confidentiality Agreement**

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer





The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Jashwanth Kumar Dadi</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20222853026/Bangalore**

**Date: 29/09/2022**

Mr. Rahul N M  
Sir Mvit & Kcds Mens Hostel Krishnadevarayanagar,  
Sir Mvit College,  
Benglore-562157,  
Karnataka.  
Tel# 91-9481013694

Dear Rahul N M,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20222853026**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**3**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.







## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum





qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

**TCS Confidential**

**10**

**TCSL/DT20222853026**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

## **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

## **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

**TCS Confidential**

**TCSL/DT20222853026**

**12**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Rahul N M</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752





## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## **11. General**

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



18 April 2023

OL No: ISM1043

Dear Harish C,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: 20/04/2023

support@immensphere.com

+91 9398011460

675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068








## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: Hagira

DATE: 20/04/2023

		
support@immensphere.com	+91 9398011460	675, Ground Floor, 9th Main Rd, Sector 7, HSR Layout, Bengaluru, Karnataka 560068





## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068





17 April 2023

OL No: ISM1105

Dear Ishrath Khushbuda,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





18 April 2023

OL No: ISM1042

Dear Naveen Murale,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
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## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





17 April 2023

OL No: ISM1102

Dear Pratyush Raj Pandey,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



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Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





17 April 2023

OL No: ISM1099

Dear Sowmyashree K,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



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Karnataka 560068





## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





17 April 2023

OL No: ISM1101

Dear Srikanth M,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



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## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
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- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

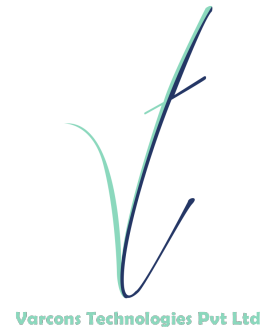
Break-Up	Amount
Fixed	₹15,000
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Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
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- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.







Varcons Technologies Pvt Ltd

Date: **23<sup>rd</sup> August, 2022**

Name: **Kushal Sehrawat**

USN: **1MV19EC062**

**Dear Student,**

We would like to congratulate you on being selected for the **Full Stack Web Development** Internship position with **Varcons Technologies Pvt Ltd**, effective Start Date **23<sup>rd</sup> August, 2022**, All of us are excited about this opportunity provided to you!

This internship is viewed as being an educational opportunity for you, rather than a part-time job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts of **Full Stack Web Development** through hands-on application of the knowledge you learn while you train with the senior developers. You will be bound to follow the rules and regulations of the company during your internship duration.

Again, congratulations and we look forward to working with you!.

Sincerely,

Spoorthi H C

**Director**

VARCONS TECHNOLOGIES PVT LTD

*213, 2<sup>st</sup> Floor,*

*18 M G Road, Ulsoor,*

*Bangalore-560001*

**LETTER OF INTENT**

Date: 29-Sep-2022

**Name: Kaushiki****College: SIR MVIT Bangalore**

Dear Kaushiki ,

Thank you for exploring career opportunities with **TheMathCompany Pvt Ltd**. You have successfully completed our selection process and we are pleased to make you an offer for the position of **Analyst**.

We look forward to having you join us in our mission to be the world's largest problem solver. We are sure that you will find TheMathCompany an exciting place to learn, contribute and grow.

Your initial place of posting for training will be Bangalore post which it will be a hybrid setup. Your compensation package will be **₹ 5,50,000 /-** per annum which includes **INR 1,00,000** as annual bonus. Your 3-year compensation progression is shown below.

Total Cost to Company (CTC) Breakup (in INR)				
Particulars	2024	2025	2026	Total CTC
Total Cost to Company from joining till <b>June 2024</b>	(PA) 4,50,000			
Guaranteed bonus to be paid in <b>June 2024</b>	*1,00,000			
1 <sup>st</sup> Compensation revision – <b>July 2024</b>		(PA) 6,00,000		
Guaranteed bonus to be paid in <b>June 2025</b>		*2,00,000		
2 <sup>nd</sup> Compensation revision – <b>July 2025</b>			(PA) ** 8,50,000	
Guaranteed bonus to be paid in <b>June 2026</b>			*4,00,000	
<b>Total Cost to Company in 3 years</b>				<b>26,00,000</b>





All pay-outs are subject to tax deductions as per existing tax laws

\*Guaranteed bonus to be paid along with June salary subject to being on the roles of the company and not serving notice period

\*\*Subject to performance

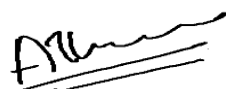
#### COMPENSATION DETAILS OF YEAR 1

Compensation Details		
Particulars	Monthly	Yearly
Basic Salary	₹ 18,750	₹ 2,25,000
House Rent Allowance	₹ 7,500	₹ 90,000
Conveyance Allowance	₹ 2,083	₹ 25,000
Medical Allowance	₹ 1,250	₹ 15,000
Food Allowance	₹ 2,200	₹ 26,400
Leave Travel Allowance	₹ 938	₹ 11,250
PF Contribution (Employer Contribution)	₹ 1,800	₹ 21,600
Special Allowance	₹ 2,979	₹ 35,750
<b>Total Fixed Compensation</b>	<b>₹ 37,500</b>	<b>₹ 4,50,000</b>
<b>Bonus Compensation</b>		<b>₹ 1,00,000</b>
<b>Total Cost to Company (CTC)</b>		<b>₹ 5,50,000</b>

- You are covered under **Group Insurance Cover** where you and your immediate family are eligible for **₹5,00,000 coverage per annum** (Family refers to self, spouse, two children & parents/in-laws). In addition, you are also covered under **Group Personal Accident Insurance cover for ₹20,00,000** and **Life Insurance cover for ₹25,00,000**.

Your joining date will be intimated by June 2023, and you will receive your formal offer letter on your joining day.

Thanking You,



**Authorised Signatory**  
**TheMathCompany Private Limited**





## LETTER OF INTENT

02-May-2023

Mr. Jayanth S  
#84, Kallappa Layout, Amruthahalli,  
Bengaluru North, Bengaluru - 560092  
Mob: +91 8296511286

Dear Jayanth,

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as **Trainee System Engineer**

Your annual total remuneration (CTC) of **Rs. 380,000/= (Rupees Three Lakh(s) Eighty Thousand Only)** is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of **2 years after joining (excluding notice period)**, failing which you (and your surety) will be liable to pay **Rs.1,00,000/-** towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may

# Stratigent

be either extended or your employment will be confirmed. During the probation period, either of the two parties (you or the company) may terminate the association by giving the other a notice of thirty (30) days or salary in lieu thereof along with the agreement amount subject to management's approval. If it is found that any information provided by you at the time of joining the Company or thereafter, is false or material facts have been intentionally suppressed or misrepresented, your services may be terminated with immediate effect upon issue of written notice by the Company.

Your joining date will be communicated later. Your place of work will be at our office located in **"Sirius Building, 1<sup>st</sup>& 2<sup>nd</sup> Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052.** However, Stratigent at its discretion can transfer you to any of its subsidiary, associate companies or client offices in India or overseas. In such cases, the terms of your employment with Stratigent may be governed by the terms and conditions applicable to the new location / company.

All terms and conditions of your employment, including the code of conduct, will be in accordance with the appointment letter. Soon after you begin your employment with the Company, you will also be invited to attend a new hire orientation to acquaint you more fully with the Company's values, organization, practices and products.

This offer is valid for a period of one week from the date of the letter, and shall lapse automatically unless you confirm your acceptance. Please indicate your acceptance by signing in the appropriate place and indicating your date of joining and return it to our attention at our current company location.

You are required to submit the following documents at the time of reporting for duty:

- a) Certificates in proof of your educational qualifications.
- b) Educational Marks Sheets
- c) Copy of Technical Certification courses
- d) Duly signed Agreement – if applicable
- e) Certificate in proof of your Date of Birth
- f) Certificate in proof of Residential Address (Current & Permanent)
- g) Relieving & Experience letters from your current and previous employers
- h) Last increment Letter
- i) Last 3 months pay slip of your recent employment
- j) Three passport size photographs
- k) Copy of PAN Card; and
- l) Copy of passport and Aadhar Card

We are very excited about the prospect of your joining our team. We feel your contributions will be invaluable, and we are confident you will find the position to be challenging and professionally rewarding.

Stratigent Technology Services Pvt. Ltd.  
Sirius Building, 1st& 2nd Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052, India  
Ph# +91-80-41131484 [www.stratigent.com](http://www.stratigent.com)  
CIN: U72200KA2008PTC047542



We are looking forward to your favorable response and working with you in the near future.

For any questions or clarifications regarding this offer, please contact me on +91 080 46788555 or send an email to [Santhosh.chandran@stratogent.com](mailto:Santhosh.chandran@stratogent.com).

Yours sincerely,

**For Stratogent Technologies India Pvt. Ltd.**

I accept the above terms and conditions:

*B.K. Aruna*

Employee signature: *Jayanth*

**Name: Aruna B K**

Name: *Jayanth S*

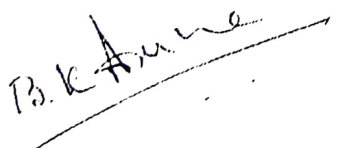
**Title: Manager HR & Finance**

Date: *5/5/23*

## Annexure A: COMPENSATION

COMPENSATION SUMMARY	Per Month	Per Annum
<b>FIXED PAY</b>		
Basic Salary	18,500	222,000
Conveyance Allowance	1600	19,200
HRA	6,914	82,970
Flexi Allowance	0	0
<b>TOTAL COMPENSATION</b>	<b>27,014</b>	<b>324,170</b>
<b>RETIRALS &amp; BENEFITS</b>		
Employer's Contribution to PF	1,800	21,600
Gratuity #		10,674
Employer's Contribution to ESI		0
Accident Insurance ##		270
Medical Insurance ###		4,286
<b>VARIABLE PERFORMANCE PAY *</b>		
Personal Performance Linked Pay		0
Annual Performance Linked Pay		19,000
<b>CTC (Cost to Company)</b>		<b>380,000</b>

For Stratogent Technology Services Pvt. Ltd.,

  
Aruna B K  
(Manager HR & Finance)



## ANNEXURE B

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

### \*Flexi Allowance

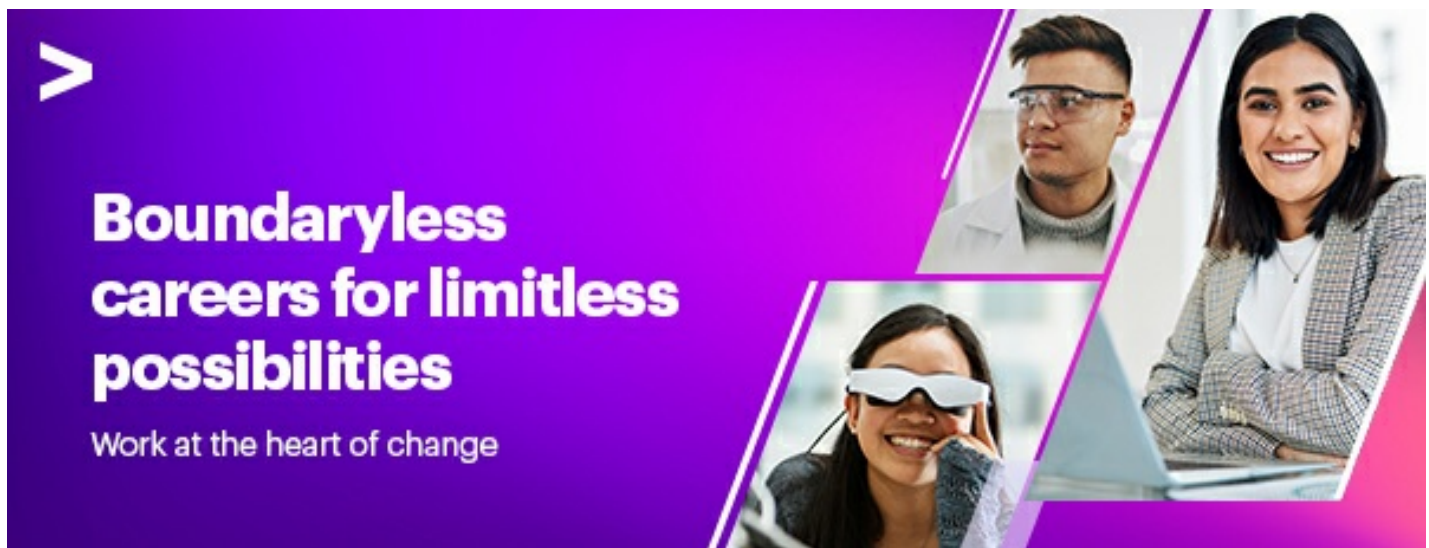
Component	Maximum limit	Explanation
LTA	2 months Basic Salary	As per IT Act, LTA becomes tax exempt up to a maximum of economy class air fare twice during a four year period (currently 2018-21) for "family" as defined under the Act.
Meal Coupons	13200	Tax exempt, Ticket Restaurant vouchers
National Pension Scheme	10% of Basic Salary	Retirement Plan
Children education Allowance		Tax exempt for up to 2 children (@ Rs.100/- per child p.m.
Special Allowance	Balance amount as per option chosen will be paid through payroll	Taxable

\*\*Annual Performance Linked Pay will be paid annually based on the performance of the company, unit and allocation. Personal Performance Linked Pay will be paid bi-annually based on employee's performance. Payment is subject to being active on company rolls (Not serving notice) on the date of announcement of Variable Performance Pay. Variable Performance Pay will be treated as productivity bonus in lieu of statutory profit bonus.

## Self covered under Accident Insurance for Rs. 1000000/-

### Self, Spouse, Children covered under Medical Insurance for Rs. 500000/-, can opt for parents coverage by contributing the premium. Also, anyone who is falling under ESI act can opt for Medical plan by contributing the premium

# Gratuity amount is paid as per Gratuity Act, 1972



To,

**Name :** Riyansha Dangi

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Riyansha Dangi,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”





## Letter of Intent (LOI)

Superset ID: 3379042

Date: September 30, 2022

Dear Sindhu T,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





17 April 2023

OL No: ISM1096

Dear Mohammed Arhaan Pasha,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: Business Development Trainee

Training Date: 24 April 2023 to 3 May 2023

OJT Start Date: 4 May 2023

OJT End Date: 3 September 2023

Monthly Stipend: ₹30,250 (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of IMMENSPPHERE IT SERVICES. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before 24 April 2023.

SIGNATURE:  DATE: 20/04/2023  
(Candidate's Signature)

support@immensphere.com

+91 9398011460

675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: 20/04/2023



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068



## ANNEXURE

<b><u>Intern - Stipend Structure</u></b>
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Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





## Letter of Intent (LOI)

Superset ID: 3245242

Date: September 30, 2022

Dear Abhinav Utkarsh,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

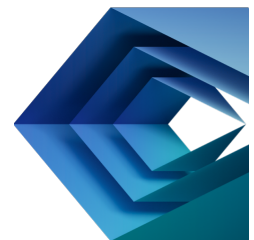
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







**Offer: Computer Consultancy**

**Ref: TCSL/CT20223944708/Bangalore**

**Date: 29/09/2022**

Mr. Jayesh Yadav  
Unit 4 Sir Mvit College Hostel Sir M Visvesvaraya Inst Road,  
Yelahanka,  
Bangalore-562157,  
Karnataka.  
Tel# -

Dear Jayesh Yadav,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/CT20223944708**

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**TATA CONSULTANCY SERVICES**

WYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹15,000/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB



amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).



HIS offers the following benefits:

### 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

### Loans

You will be eligible for loans, as per TCSL's loan policy.

### Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.





## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS



Xplore, well before your expected date of joining to avoid delays in onboarding.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

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TCSL/CT20223944708

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the



said terms and conditions in case of deputation on international assignments.

### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the **nextstep portal** as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport





\*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience,

**TCS Confidential**

**TCSL/CT20223944708**

**11**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Jayesh Yadav</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



To,

**Name :** Simran Sinha

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Simran Sinha,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”

# Accenture Solutions Private Limited

## Letter of Authorization

(For use of personal information and sensitive personal data or information)

### To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

**I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer**

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

- a) Affiliates of Accenture for administrative purposes and/or audit;
- b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.



# Accenture Solutions Private Limited

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

## Data Privacy Notice

### I understand that:

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

As a global organization, my personal data may be transferred to other Accenture offices in Accenture's worldwide organization. Accenture has put in place adequate measures such as standard contractual clauses, inter-company agreements or binding corporate rules to protect my information during any transfers of my personal to other Accenture offices from within India to outside India (cross-border transfers).

My rights (in the circumstances and under the conditions, and subject to the exceptions, set out in applicable law) are as follows:

- request access to, including a copy of, my personal data;
- request rectification of my personal data;
- request the erasure of my personal data;
- object to the processing of my personal data;
- request the restriction of the processing of my personal data;
- to withdraw my consent to the processing of my personal data at any time by Accenture. This will not affect the right to process personal data obtained prior to the withdrawal of my consent, or its right to continue parts of the processing based on other legal bases than consent.

Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws, and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at [dataprivacyofficer@accenture.com](mailto:dataprivacyofficer@accenture.com). If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

Signature

: Kowslika Reddy

Full Name in Capitals: KANDANOLU KOWSHIKA REDDY

Date

: 07032023

**Note instruction:** You can either download, manually sign, scan and upload the document or choose to download, e-sign and upload.



# Accenture Solutions Private Limited

## Letter of Authorization

(For use of personal information and sensitive personal data or information)

### To whom it may concern

I understand that my employment with Accenture Solutions Private Limited, having its registered office at Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli (West), Mumbai Maharashtra 400079 (hereinafter referred to as 'Accenture', which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees assigns and administrators), is governed by Accenture employment policies as applicable, and that this employment is subject to satisfactory background checks [including educational qualifications, past employment records, work experience, work authorization (if applicable) identity check, police clearance check, criminal records check, court record checks etc.] and professional reference checks.

I hereby certify all the statements made on the Accenture's Employee Application Form are true and complete, and I understand that any omission or misrepresentation of any fact may result in revocation of the offer of employment or refusal of employment or immediate dismissal.

I hereby declare and affirm that:

- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

I hereby authorize Accenture and its representative to collect, store, process, transfer and share my personal information and sensitive personal information provided in my resume and Employee Application Form for the purposes mentioned in this Letter of Authorization, including the Data Privacy notice.

**I authorize Accenture and its representative to initiate the necessary enquiries/checks with immediate effect; barring contacting my current employer**

Verification of my current employment can be initiated on or after the date of joining. I also authorize Accenture and its representative to initiate reference checks with the references provided by me with immediate effect.

Further, I also acknowledge and provide my consent to Accenture to transfer and share (within India or outside of India) such information with:

- a) Affiliates of Accenture for administrative purposes and/or audit;
- b) Clients/prospects in relation to any staff augmentation assignments.

I hereby declare that the execution of this Letter of Authorization has been done of my own free will and consent and without any undue force or coercion in any manner whatsoever.

I am aware that Accenture has adopted security practices and procedure to ensure that the information collected is secure, and they are available on Accenture's website and in public domain for awareness.

# Accenture Solutions Private Limited

I authorize all persons who may have information relevant to this enquiry to disclose it to Accenture or its representative. I hereby release all persons from liability on account of such disclosure.

## Data Privacy Notice

### **I understand that:**

Accenture collects my personal data for the purpose of verifying my background in connection with my employment or application for employment, specifically to determine eligibility for employment and/or to meet Accenture's contractual relationships with certain clients who may require additional background checks to be performed. Accenture shall not use my personal data for purposes that are incompatible with the purposes listed in this notice and Accenture's Privacy Statement unless it is required or authorized by law.

Accenture will collect information relating to my identity, which may include (to the extent applicable law allows) details regarding my:

- contact details
- professional standing
- work history
- educational history
- professional qualifications
- criminal records

Accenture collects the personal data that I provided during the recruitment process. Accenture will receive information about me from other sources, such as education institutions, prior employers, and background checks service providers.

Accenture will process my personal data on the following legal basis:

- for legitimate business purposes
- for the establishment, exercise or defense of legal claims or proceedings.
- upon my consent, where applicable
- to comply with legal and regulatory obligations, as applicable

Within Accenture, only those with a need to know will have access to the results of my background check report. Accenture may also provide my personal data to third parties to carry out the research and verification or where required in the context of a client engagement. All such third parties are subject to contractual obligations in relation to the processing of my personal data and access to my background check report will be limited to those personnel with a need to know.

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Certain personal data may be exempt from the above-mentioned rights pursuant to applicable data protection or other laws and regulations.

Any further questions or concerns regarding how Accenture processes my personal data, or if I wish to exercise any of your foregoing rights, I shall contact the Accenture data protection officer at [dataprivacyofficer@accenture.com](mailto:dataprivacyofficer@accenture.com). If I believe that my data protection rights have been violated, I have the right at all times to lodge a complaint with a supervisory authority, either in the country where I live, the country where I work or the country where I deem that data protection law has been infringed.

**Signature**

: 

**Full Name in Capitals:**

NIKITA SHRIKANT PAI

**Date**

: 

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- I am not an undischarged insolvent and that I have never applied to any court of law to be adjudicated as an insolvent.
- No criminal charges have ever been framed against me by any court of law.
- I have not been convicted by any court for any offence involving moral turpitude.
- I have not been involved or been party to any financial or economic crimes in any manner whatsoever.
- I have never been involved or been party to any terrorist activities.

I agree and understand that, if at any time hereinafter, any or all of the above statements are found to be false / untrue, Accenture shall, without prejudice to its other rights, shall have the right to forthwith revoke the offer of employment or terminate my services and also initiate appropriate legal proceedings against me. I further agree and understand in the event of such revocation or termination, I shall not be entitled to any compensation or benefits whatsoever.

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## Accenture Solutions Private Limited

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**Signature** : \_\_\_\_\_

**Full Name in Capitals:**

**Date** : 

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**Note instruction:** You can either download, manually sign, scan and upload the document or choose to download, e-sign and upload.



# BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

**Date: 04/05/2023**

**Alok Kumar**

**C11868342**

**70/2 Mookambikka layout Royal Street Abbigere Chikkabanavara Post**

**6363479068**

Dear **Alok Kumar**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000 provided new joiner is employed with the company for minimum three months.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

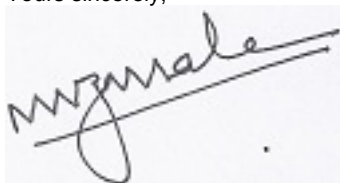
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

---

**Alok Kumar**

## ANNEXURE I

### COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 14,300/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 461200/-</b>

<b>(E)##Additional Discretionary Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### (A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### (B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY23 (September 2022 to August 2023) Individual Performance Bonus (IPB) Programme. Your

indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**(C)Joining Bonus:**

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

**1. Medical:**

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

**2. Personal Accident coverage for self, up to three times your annual fixed compensation.**

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

**3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.**

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. # (D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

# (D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.



##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion. Currently, the discretionary WFH benefits as mentioned in Annexure 1 (E) are available for our people until August 31, 2023 as per the company guidelines, provided such employees have joined/onboarded with Accenture before August 31st 2023.

5.You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## **ANNEXURE II**

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
  2. Original marksheet of all semester (PG/UG).
  3. Original provisional degree certificate or convocation degree certificate.
  4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
  5. Copy of Degree/PG/Diploma (as applicable) certificates.
  6. Passport copy, if available (if not please apply immediately).
  7. Pan Card
  8. Certification Completion Document (as mentioned in the eligibility criteria)
  9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.
- Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

#### **ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

---

**Alok Kumar**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



To,

**Name :** Spoorthi P K Prakash

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Spoorthi P K Prakash,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment



- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"

Monday, December 12, 2022

## OFFER FROM ARYAKA NETWORKS

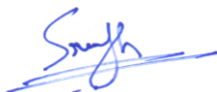
Dear Harshita Srivastava

We are pleased to provide our offer of employment ("*Offer*") for you at **ARYAKA NETWORKS INDIA PRIVATE LIMITED**, Bangalore, India.

1. The Offer is contingent upon the following actions:
  - (i) Your acceptance of this Offer (by returning a copy of this page with your signature at the bottom) no later than **14 December 2022**.
  - (ii) Your Successful Completion of Project Internship as stated in any Internship Letter, if applicable.
  - (iii) Your completion of the graduation or post-graduation course. It is mandatory to provide the course completion certificate on the date of joining.
  - (iv) Your reporting work no later than **04 September 2023**.
  - (v) Your signing of the Employee/Appointment Agreement and Non-disclosure Agreement on the day you report to work.
2. This Offer, including salary, salary adjustments, benefits details, and related information, is confidential between you and the Company. You shall not share this information publicly or with co-workers and/or anyone inside Aryaka other than your management chain or personnel in the Accounting or Finance with a need to know, directly or indirectly by any means (e.g., verbally, or in writing).
3. The offered role is not a remote role. Your place of work shall be Bangalore, India.
4. Your salary break-up will be as per the attached **Exhibit**.
5. A recommendation will be made to the Company's Board of Directors (the "*Board*") that you be granted a stock option to purchase up to **5000 Shares** of the Company's common stock (the "*Option*"). The Option will be subject to dilution, the full risk of which you will bear as holder of the Option. If the Option were approved, you will have the right to buy only the number of shares of the Company's common stock listed above, subject to the terms and conditions of the Company's 2019 Equity Incentive Plan and the stock option agreement under which the Option would be granted. Neither the Option nor anything in this letter will entitle you to purchase additional shares of the Company's common stock or otherwise guarantee that you will maintain any specific percentage interest in the Company's common stock or capitalization. The per-share exercise price of the Option will be equal to the fair market value of the common stock on the date the Board approves the Option grant to you.
6. This Offer has been issued based on the information furnished by you at the time of selection or interview. However, if there is a discrepancy found in your credentials and/or salary documents of your previous employer provided by you during the verification process, the Company deserves the right to revoke this Offer or take any action that it may deem fit.

We welcome you to the Aryaka family and look forward to a long and mutually beneficial relationship with you.

Sincerely,



Sreekanth Velagapudi

Vice President Global HR

Employee Initials: [candidate-sign-1] \_\_\_\_\_

**ARYAKA NETWORKS INDIA (P) LTD.**

**EXHIBIT**

Name	Harshita Srivastava	
Designation	Technical Support Engineer I	
TOTAL REMUNERATION WORKSHEET		
Salary Components	Monthly (INR)	Annual (INR)
Basic	20,000	2,40,000
Flexible Benefit Component (FBC)*	26,534	3,18,408
Statutory Bonus	1,666	19,992
Company's Contribution to PF	1,800	21,600
Base Salary (1)	50,000	6,00,000
Shift Allowance** (2)	14,667	1,76,000
Broadband - INR 1600 Per Month Paid on Actuals	1,600	19,200
Non-Cash Food Allowance	4,200	50,400
Insurance *** - Non-Cash - Premium Paid by the company	2,667	32,000
Transport - Non-Cash - Company Sponsored	8,000	96,000
Gratuity - Non-Cash	962	11,539
Total Non-Cash Benefits (3)	30,496	3,65,939
Total CTC (1+2+3)	82,095	9,85,139

<b>*Break-up of FBC</b>		
House Rent Allowance	10,000	1,20,000
Ch. Education Allowance	200	2,400
Special Allowance	6,634	79,608
Leave Travel Allowance	5,000	60,000
Telephone	2,500	30,000
Food Coupons	2,200	26,400

<b>**Shift Allowance</b>	<b>INR</b>
Morning/Noon Shift	500
Night Shift/Weekend Shift	1000

**\*\*\*Non-Cash Benefits Details**

**Group Medical Insurance:** The Company will provide Group Mediclaim Floating Cover (for self, spouse, two children, and parents) up to INR 8 Lakhs.

**Group Accidental Insurance:** The Company will provide Group Accidental insurance for self with a cover up to 2x of the annual Total Fixed Pay (Subject to the Index table).

**Group Term Life Insurance:** This is applicable only in the unfortunate event of the death of an employee, the nominee or the legal heirs shall receive up to 3x of the annual Total Fixed Pay.

Note: Premiums of all insurances listed will be borne by the Company. Insurance Coverages are extended based on the Underwriters and Insurance Company's Rules, Regulations, Terms and Conditions and approval.

**Statutory Benefits Details:**

**Gratuity:** Payment of gratuity will be as per the Gratuity Act 1972.

**Provident Fund:** Contribution is restricted to the maximum Basic Pay of INR 15000; any additional contributions may be made through the Voluntary Provident Fund.



**Sreekanth Velagapudi**

**Vice President Global HR**

[candidate-sign-1] \_\_\_\_\_

Wednesday, December 14, 2022

## OFFER FROM ARYAKA NETWORKS

Dear Shubhra Dixit

We are pleased to provide our offer of employment ("*Offer*") for you at **ARYAKA NETWORKS INDIA PRIVATE LIMITED**, Bangalore, India.

1. The Offer is contingent upon the following actions:
  - (i) Your acceptance of this Offer (by returning a copy of this page with your signature at the bottom) no later than **16 December 2022**.
  - (ii) Your Successful Completion of Project Internship as stated in any Internship Letter, if applicable.
  - (iii) Your completion of the graduation or post-graduation course. It is mandatory to provide the course completion certificate on the date of joining.
  - (iv) Your reporting work no later than **04 September 2023**.
  - (v) Your signing of the Employee/Appointment Agreement and Non-disclosure Agreement on the day you report to work.
2. This Offer, including salary, salary adjustments, benefits details, and related information, is confidential between you and the Company. You shall not share this information publicly or with co-workers and/or anyone inside Aryaka other than your management chain or personnel in the Accounting or Finance with a need to know, directly or indirectly by any means (e.g., verbally, or in writing).
3. The offered role is not a remote role. Your place of work shall be Bangalore, India.
4. Your salary break-up will be as per the attached **Exhibit**.
5. A recommendation will be made to the Company's Board of Directors (the "*Board*") that you be granted a stock option to purchase up to **5000 Shares** of the Company's common stock (the "*Option*"). The Option will be subject to dilution, the full risk of which you will bear as holder of the Option. If the Option were approved, you will have the right to buy only the number of shares of the Company's common stock listed above, subject to the terms and conditions of the Company's 2019 Equity Incentive Plan and the stock option agreement under which the Option would be granted. Neither the Option nor anything in this letter will entitle you to purchase additional shares of the Company's common stock or otherwise guarantee that you will maintain any specific percentage interest in the Company's common stock or capitalization. The per-share exercise price of the Option will be equal to the fair market value of the common stock on the date the Board approves the Option grant to you.
6. This Offer has been issued based on the information furnished by you at the time of selection or interview. However, if there is a discrepancy found in your credentials and/or salary documents of your previous employer provided by you during the verification process, the Company deserves the right to revoke this Offer or take any action that it may deem fit.

We welcome you to the Aryaka family and look forward to a long and mutually beneficial relationship with you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sreekanth'.

Sreekanth Velagapudi

Vice President Global HR

Employee Initials: [candidate-sign-1] \_\_\_\_\_

**ARYAKA NETWORKS INDIA (P) LTD.**

**EXHIBIT**

Name	Shubhra Dixit	
Designation	Technical Support Engineer I	
TOTAL REMUNERATION WORKSHEET		
Salary Components	Monthly (INR)	Annual (INR)
Basic	20,000	2,40,000
Flexible Benefit Component (FBC)*	26,534	3,18,408
Statutory Bonus	1,666	19,992
Company's Contribution to PF	1,800	21,600
Base Salary (1)	50,000	6,00,000
Shift Allowance** (2)	14,667	1,76,000
Broadband - INR 1600 Per Month Paid on Actuals	1,600	19,200
Non-Cash Food Allowance	4,200	50,400
Insurance *** - Non-Cash - Premium Paid by the company	2,667	32,000
Transport - Non-Cash - Company Sponsored	8,000	96,000
Gratuity - Non-Cash	962	11,539
Total Non-Cash Benefits (3)	30,496	3,65,939
Total CTC (1+2+3)	82,095	9,85,139

<b>*Break-up of FBC</b>		
House Rent Allowance	10,000	1,20,000
Ch. Education Allowance	200	2,400
Special Allowance	6,634	79,608
Leave Travel Allowance	5,000	60,000
Telephone	2,500	30,000
Food Coupons	2,200	26,400

<b>**Shift Allowance</b>	<b>INR</b>
Morning/Noon Shift	500
Night Shift/Weekend Shift	1000

**\*\*\*Non-Cash Benefits Details**

**Group Medical Insurance:** The Company will provide Group Mediciam Floating Cover (for self, spouse, two children, and parents) up to INR 8 Lakhs.

**Group Accidental Insurance:** The Company will provide Group Accidental insurance for self with a cover up to 2x of the annual Total Fixed Pay (Subject to the Index table).

**Group Term Life Insurance:** This is applicable only in the unfortunate event of the death of an employee, the nominee or the legal heirs shall receive up to 3x of the annual Total Fixed Pay.

Note: Premiums of all insurances listed will be borne by the Company. Insurance Coverages are extended based on the Underwriters and Insurance Company's Rules, Regulations, Terms and Conditions and approval.

**Statutory Benefits Details:**

**Gratuity:** Payment of gratuity will be as per the Gratuity Act 1972.

**Provident Fund:** Contribution is restricted to the maximum Basic Pay of INR 15000; any additional contributions may be made through the Voluntary Provident Fund.



**Sreekanth Velagapudi**

**Vice President Global HR**

[candidate-sign-1] \_\_\_\_\_





## Letter of Intent (LOI)

Superset ID: 3377917

Date: September 30, 2022

Dear Aman Gupta,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3351848

Date: September 30, 2022

Dear CHUDESH VANNY V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3351848

Date: September 30, 2022

Dear CHUDESH VANNY V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3357524

Date: September 30, 2022

Dear Gudikal Sai Vamsi,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3358335

Date: September 30, 2022

Dear MD Abdullah Anwar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







## Letter of Intent (LOI)

Superset ID: 3381727

Date: September 30, 2022

Dear PUNIT KABBATHI NATESH,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3350553

Date: September 30, 2022

Dear VINAY K V,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

Superset ID: 3351888

Date: September 30, 2022

Dear Abdul Aleem,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





# DATACORP TRAFFIC PRIVATE LIMITED

## Traffic Data Collection & Analysis

Ref No: DC-BLR/CR/PO/22-23/005

Date: 05th November 2022

Dear Mr. Anubhav Jha

### Provisional Offer Letter

Further to the interview held on 27th October 2022, we are pleased to inform that you have been shortlisted for the position of Jr. Software Engineer.

Your annual total employment cost to the company would be Rs. 435000/- (Four lakhs thirty-five thousand only) and you will receive a detailed offer letter from the company while doing the joining formalities.

The reporting address is DataCorp Traffic Private Limited, Plot No:2, Railway station road, Harsha Layout, Kengeri, Bangalore 560 060.

Your date of joining with the company will be informed to you in due course of time. This provisional offer letter is valid until your joining date, subject to successful completion of joining formalities and thereafter would expire automatically. This offer does not confer to any right of whatsoever nature for employment in the company.

Looking forward to your joining and a mutual beneficial association.

Thanking you,

For DataCorp Traffic Private Limited

  
Arul Selvan  
(Head - HR & Admin)

I Accept the terms and conditions

Anubhav Jha

Date & Place: \_\_\_\_\_

---

Corporate Office – Plot No 2, Railway Station Road, Harsha Layout, Kengeri, Bangalore 560 060

Email: [india@datacorp.in](mailto:india@datacorp.in) Web: [www.datacorp.in](http://www.datacorp.in) & [www.datacorp-traffic.in](http://www.datacorp-traffic.in)

Corporate Identification Number (CIN) U72200KA2013PTC072372



Nov 30, 2022

Vidya S  
Bangalore  
Bangalore- 562157

**Sub: Offer of Employment**

Dear Vidya,

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your First month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your Sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.



- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**





**Enclosed Annexures:**

- 1) Employee Service Conditions
- 2) Compensation break-up detail
- 3) A note on your Total Rewards

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

**Signature:** signHere1

**Name:**

Date:

**Expected Date of Joining:**

### Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Vidya S
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

#### Note:

- Taxes are applicable as per statutory rules.
- Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.
- Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**



**Nov 30, 2022**

**Prashant kumar**  
**Bangalore**  
**Bangalore- 562157**

**Sub: Offer of Employment**

**Dear Prashant,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000.01/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your First month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your Sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.

- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**



**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_

## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Prashant kumar
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- a) Taxes are applicable as per statutory rules.
- b) Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.
- c) Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**

Nov 30, 2022

**RAVI K**  
**178, 3rd Main, 1st Cross**  
**Bangalore- 562157**

**Sub: Offer of Employment**

**Dear RAVI,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your First month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your Sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.

- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**



**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_



## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	RAVI K
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- a) Taxes are applicable as per statutory rules.  
b) Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.  
c) Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**

**Nov 30, 2022**

**Rishabh Jain**  
**NA**  
**Banagalore- NA**

**Sub: Offer of Employment**

**Dear Rishabh,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs.37500 is to be paid along with salary payable for your first month, and the second instalment of Rs.37500 is to be paid along with salary payable for your sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2022. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
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- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
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- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**

**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_

## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Rishabh Jain
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- a) Taxes are applicable as per statutory rules.  
b) Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.  
c) Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**



**Nov 30, 2022**

**Syed Adnan**  
**NA**  
**Bangalore- NA**

**Sub: Offer of Employment**

**Dear Syed,**

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your first month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.

- You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- The notice period applicable for separating from the Company's services is 90 days. You will find more details on the separation procedure/ process on the HR Policy section of the Intranet.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- If you are absent for a continuous period of 5 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.
- You will retire in the normal course from the services of the Company at the end of the month in which you attain the age of superannuation, which is 60 years.
- You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the Company. Also, you shall not take any technical documents or information or copies thereof belonging to the Company outside the office unless specifically entrusted to you in writing.
- If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to you separating from the services of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.
- You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.
- During your employment with the Company, you shall be subject to, and have to abide by, the rules and regulations stipulated by the Company. The Company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.
- You will abide by the Employee Service Conditions enumerated in Annexure 1. Any and all of the terms and conditions of service may be modified or changed at any time by the Company at its discretion.
- The benefits as outlined in Annexure 2 & 3 are subject to change at the Company's discretion.

We are excited to have you join us and welcome you to the Harman family.

**Please also submit a duplicate copy of this letter duly signed at the time of joining. On the day of joining, you are requested to be present at 8:30 a.m. for your on-boarding formalities at Plot No. 3 & 3A, EOIZ, Industrial Area No. 85 & 86, Sadaramangala Village, Krishnarajapuram Hobli Bangalore- 560066 Karnataka**

**You are required to submit to us the following at the time of your joining:**

- Photocopies of your 10th and highest educational qualifications (including all marks sheet)
- 3 passport size photographs with dark grey background(Sample enclosed).
- Relieving letter from previous employer, if applicable
- Recent Salary statement, if applicable
- Documents indicating employee number of last two employers, if applicable
- Photocopy of Passport (indicating Passport number, validity, address and age)
- Proof of age and address if different from those mentioned in Passport or not having Passport
- Photocopy of PAN card, (Any other Identity card if PAN not allotted)
- Income Tax computation sheet and Form 12B of previous employer/s in the current financial year(if applicable)
- Company Personal Data form

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter within 1 week of the date of offer release

**For Harman Connected Services Corporation India Pvt. Ltd.**



**Vinay Bharti - Senior Director, Human Resources**



**Enclosed Annexures:**

- 1) Employee Service Conditions**
- 2) Compensation break-up detail**
- 3) A note on your Total Rewards**

---

I have read, understood and accepted the above. I understand that the terms and conditions are pre-conditions to my being offered employment with the Company. I am under no obligation or duress to accept these terms and conditions of employment. I accept them of my own free choice and will.

*Signature:* signHere1

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Expected Date of Joining:* \_\_\_\_\_

## Annexure 2: Compensation Break-Up Detail

<b>Name:</b>	Syed Adnan
<b>Designation:</b>	Associate Engineer
<b>Grade:</b>	9A
<b>Gross Salary:</b>	700,000
<b>Base Salary:</b>	700,000

Components	Monthly (in Rs.)	Annual (in Rs.)
Basic	23,333	280,000
House Rent Allowance	9,333	112,000
Flexible Benefit Package*	21,744	260,932
<b>Fixed Salary - (A)</b>	<b>54,411</b>	<b>652,932</b>
PF - Employer's contribution	2,800	33,600
Gratuity	1,122	13,468
<b>Statutory Benefits - (B)</b>	<b>3,922</b>	<b>47,068</b>
<b>Base Salary</b>	<b>58,333</b>	<b>700,000</b>
<b>Gross Salary - (A + B)</b>		<b>700,000</b>

### Note:

- Taxes are applicable as per statutory rules.
- Flexible Benefit Package is payable towards salary components explained in the Total Rewards annexure as per the Company policy. The value of such benefits shall not exceed the amount mentioned above under FBP.
- Details of the other benefits are mentioned in the Annexure 3 "Note on Total Rewards".

**For Harman Connected Services Corporation India Pvt. Ltd**



**Vinay Bharti - Senior Director, Human Resources**



17 April 2023

OL No: ISM1067

Dear Devika S G,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068





## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





17 April 2023

OL No: ISM1067

Dear Devika S G,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
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HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.







17 April 2023

OL No: ISM1073

Dear **Kavana T U**,

We congratulate you on being selected for a **4 months Training & Internship** with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
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HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



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+91 9398011460



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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





18 April 2023

OL No: ISM1046

Dear **Rohini**,

We congratulate you on being selected for a **4 months Training & Internship** with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



675, Ground Floor,  
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HSR Layout, Bengaluru,  
Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



+91 9398011460



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Karnataka 560068



## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.





18 April 2023

OL No: ISM1052

Dear **Madhvesh Diggavi**,

We congratulate you on being selected for a **4 months Training & Internship** with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Candidate's Signature)



support@immensphere.com



+91 9398011460



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Karnataka 560068



## Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
  - Working Hours: 9 Hours a day (Inc. Lunch Break).
  - Job Type: Internship
  - Location: Bangalore.
- Number of working days is 6 (saturday and sunday is mandatory)
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be eligible for a performance based Pre-Placement Offer by the company.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



support@immensphere.com



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675, Ground Floor,  
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Karnataka 560068

## ANNEXURE

### Intern - Stipend Structure

Stipend	₹30,250
---------	---------

Break-Up	Amount
Fixed	₹15,000
Variable	₹4,000
Incentive	₹11,250

\* Variable & Incentives will be paid as per performance

- **Fixed** - Fixed components will be paid as per attendance.
- **Variable** - Calculated as per the below monthly target -
  - Target - 40 payments per month.
  - Payout - 100 per payment.
- **Incentive** - Calculated as per the below revenue slabs -
  - 5% on  $\geq 2,25,000$  Revenue.
  - 4% on  $\geq 1,50,000$  Revenue.
  - 3% on  $\geq 1,00,000$  Revenue.
- **PIP Rules**
  - 2 consecutive months of less than 10 payments per month will attract PIP.
  - PIP duration will be 15 days. During this period target & payout will be proportional.



**Date: 6<sup>th</sup> Sep 2022**

**Dear Anjali Kanthaliya,**

Letter of Intent

Congratulations!

We Incture Technologies Pvt Ltd are pleased to inform you that you have successfully completed selection process conducted by Incture Technologies Pvt Ltd. This letter is to confirm that we intend to offer you as **Associate Software Engineer** competency level opportunity to you, on the following terms and conditions

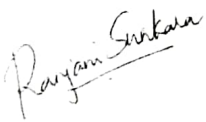
1. Designation: Associate Software Engineer
2. CTC: INR 600,000/-
3. Training Period 12 weeks (Applicable if fulltime internship not completed with Incture)

Based on your acceptance to this letter of intent, an offer letter with detailed terms and condition will be issued to you prior to your date of joining the company. Please note the above terms and conditions are subject to change at company's discretion, without any prior intimation.

Your joining is subject to satisfactory verification of the information/documents furnished by you at the time of joining, in addition to fulfilment of the academic eligibility criteria shared with your college placement officer.

Here's wishing you a successful career with Incture Technologies Pvt Ltd. We look forward to welcome you on board.

**For Incture Technologies (P) Ltd.**



**Ranjani Sunkara**  
**Associate Director – Human Resources**





Shraddha Goudar &lt;svgoudar4101@gmail.com&gt;

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**Campus - Offer - Kalki Communication Technologies Private Limited - Shraddha V Goudar - 2023 July**

---

Sanchita &lt;sanchita.jain@kalkitech.com&gt;

3 October 2022 at 14:51

To: svgoudar4101@gmail.com

Cc: Mohamed Shafi &lt;mohamed.shafi@kalkitech.com&gt;

Dear Shraddha,

Congratulations!

We have selected you for the position of " **Graduate Engineer** " with Kalki Communication Technologies Private Limited.

We value your abilities and believe that you will find our working environment to be challenging and fulfilling.

**Work Location** : Kochi/Bangalore**Type of Employment** : On Roll**Date of Joining** : July 03, 2023**Band:** M1L1

We request you to bring or submit the following documents in original along with one photocopy of each on the joining date:

- 1.Certificates supporting your educational qualifications along with mark sheets of X, XII, Graduation degree, Masters degree and or Diploma / PG Diploma (if any)
- 2.Passport (First and last page)
- 3.PAN card and Aadhar card
- 4.3 copies of your recent passport size color photographs
- 5.SBI Bank passbook - Self Account

**Shraddha**, we believe and look forward to having you in our Kalkitech team.

Kindly send your acceptance by 05th October 22.

Please note that background verification will be initiated by the 3rd party vendor on receipt of your offer acceptance.

This is to ensure that we are compliant to ISMS requirement.

Sincerely,  
Sanchita Jain  
Senior Executive - HR  
Phone : +91-80-67021900 ext.184  
Fax : +91-80-67021999  
Email : [sanchita.jain@kalkitech.com](mailto:sanchita.jain@kalkitech.com)  
Web : [www.kalkitech.com](http://www.kalkitech.com)

**PLEASE CONSIDER OUR ENVIRONMENT BEFORE PRINTING THIS EMAIL.**

This e-mail (including any attachments) is confidential and may be legally privileged. If you are not an intended recipient or an authorized representative of an intended recipient, you are prohibited from using, copying or distributing the information in this e-mail or its attachments. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete all copies of this message and any attachments. Thank you.



---

## Campus - Offer - Kalki Communication Technologies Private Limited - Abdul Aleem - 2023 July

1 message

**Sanchita** <sanchita.jain@kalkitech.com>  
To: abdulaleem7411691507@gmail.com  
Cc: Mohamed Shafi <mohamed.shafi@kalkitech.com>

Mon, Oct 3, 2022 at 3:58 PM

Dear Abdul,

Congratulations!

We have selected you for the position of " **Graduate Engineer** " with Kalki Communication Technologies Private Limited.

We value your abilities and believe that you will find our working environment to be challenging and fulfilling.

**Work Location** : Kochi/Bangalore

**Type of Employment** : On Roll

**Date of Joining** : July 03, 2023

**Band:** M1L1

We request you to bring or submit the following documents in original along with one photocopy of each on the joining date:

- 1.Certificates supporting your educational qualifications along with mark sheets of X, XII, Graduation degree, Masters degree and or Diploma / PG Diploma (if any)
- 2.Passport (First and last page)
- 3.PAN card and Aadhar card
- 4.3 copies of your recent passport size color photographs
- 5.SBI Bank passbook - Self Account

**Abdul**, we believe and look forward to having you in our Kalkitech team.

Kindly send your acceptance by 05th October 22.

Please note that background verification will be initiated by the 3rd party vendor on receipt of your offer acceptance.

This is to ensure that we are compliant to ISMS requirement.

Sincerely,  
Sanchita Jain  
Senior Executive - HR  
Phone : +91-80-67021900 ext.184  
Fax : +91-80-67021999  
Email : [sanchita.jain@kalkitech.com](mailto:sanchita.jain@kalkitech.com)  
Web : [www.kalkitech.com](http://www.kalkitech.com)

**PLEASE CONSIDER OUR ENVIRONMENT BEFORE PRINTING THIS EMAIL.**

This e-mail (including any attachments) is confidential and may be legally privileged. If you are not an intended recipient or an authorized representative of an intended recipient, you are prohibited from using, copying or distributing the information in this e-mail or its attachments. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete all copies of this message and any attachments. Thank you.



## Letter of Intent (LOI)

Superset ID: 3358335

Date: September 30, 2022

Dear MD Abdullah Anwar,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Aman Gupta

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Aman Gupta,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

## ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

- 1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
- 2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
- 3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

**Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Aman Gupta

Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Arnab Chakraborty Samaresh Chakraborty

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Arnab Chakraborty Samaresh Chakraborty,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltininfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

## ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

### **Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.



### ANNEXURE-3

Name : Arnab Chakraborty Samaresh Date : November 10, 2022  
Chakraborty  
Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Devika A Anand Kumar K

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Devika A Anand Kumar K,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.intinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
  - Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.

Thiagu Dharmalingam  
Senior Manager - Talent Acquisition

I have read the letter and accept the same.

 12/11/2022  
Signature and Date

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Km Udhith Raju KI Manjunath Raju

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Km Udhith Raju KI Manjunath Raju,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
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8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
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We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date



### ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

**Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Km Udhith Raju KI Manjunath Raju Date : November 10, 2022

Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* /Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Kushal Sehrawat Lahna Singh Sehrawat

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Kushal Sehrawat Lahna Singh Sehrawat,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



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11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

### ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.SC
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
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Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
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Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
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3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

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- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

**Attested copies of the following are required:**

- 1. Proof of age.
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You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Kushal Sehrawat Lahna Singh      Date : November 10, 2022  
Sehrawat  
Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
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#### Medical Insurance Premium:

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Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Kushal Sehrawat Lahna Singh Sehrawat

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We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

### ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.SC
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

## **ANNEXURE-2**

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

### **Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.



### ANNEXURE-3

Name : Kushal Sehrawat Lahna Singh Date : November 10, 2022  
Sehrawat  
Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	162180	13515
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>363180</b>	<b>30265</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>363180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>406367</b>	<b>33863</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Shraddha V Goudar Vinayak Goudar

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Shraddha V Goudar Vinayak Goudar,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 30000 pm**.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTI will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
- Failing to meet the qualification criteria during the Training Program assessments
  - Unauthorized absence during the Training Program
  - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in '**Annexure-3**'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTI Ltd.



---

Thiagu Dharmalingam  
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

---

Signature and Date

## ANNEXURE-1

Eligibility Criteria for Engineering - Year 2023 Batch		
Qualification:	B.E./B.Tech.	M.E./M.Tech/MCA/M.Sc
Branches:	All Branches	M.E./M.Tech(All branches)   MCA, M.Sc (five-year integrated CS/IT)
Age Criteria: As on 1st July of Passing year (2023)	Less than 24 years	Less than 26 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma which should not be more than 2 years. <b>No Year drop allowed.</b>	
SSC, HSC Percentages/CGPA:	60% & Above OR Equivalent CGPA	
	NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For Diploma Holders, <u>final semester</u> should have cleared in <u>FIRST ATTEMPT</u> only. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.	
Diploma/Graduation Percentage/CGPA :	Aggregate of 60% & Above <u>OR</u> Equivalent CGPA • For the interview process, an aggregate of 60% & above <u>till the results of the last conducted examination</u> will be considered • Aggregate of 60% & above or equivalent CGPA <u>must be obtained</u> after declaration of final semester results • Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule) • Conversion from CGPA into Percentage must be calculated as per your respective University norms • Provisional/Passing Certificate must state <b>First Class</b>	
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	• <b>No active/live backlogs allowed at the time of the interview process</b> • All backlogs (if any) must be cleared <u>with the final semester exams</u> • All final semester subjects <u>must be attempted and cleared in the First Attempt</u> (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course) • Backlogs include Reattempts/ATKTs/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTs/Backlogs/Arrears and re-attempts due to Absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as a Re-attempt/ATKT/Backlog/Arrear.	
Nature of Course:	All Full Time courses Only	
Year of Passing:	(2023) SUMMER Pass outs Only	
Citizenship:	Resident Indian Citizens Only	
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY	
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence	
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at the time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS	
Training phase:	The period of training (classroom/virtual) and the subsequent technology & communication tracks assigned for training are purely subjected to the business requirements. Non-performance during technical & communication trainings/on the job phase is subjected to separation from the organization	
Flexibility:	Should be flexible to work in any technology/work-shift/domain and work from any development center/partner premise/customer location as per business needs	
Cooling Period:	Should NOT have appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.(If found so, LTI may take immediate action and cancel the candidature at ANY stage)	
Eligibility for Maternity Leave:	As per the Maternity Benefit Act, 1961, employee would be entitled for maternity leave if she has worked for a minimum of 80 days in the organization in the twelve months immediately preceding the date of her expected date of delivery	

**Self-Declaration:**

1. You should meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. LTI may take immediate action at any time during or after the Interview/Selection/Joining if found hiding any information/involved in any sort of malpractices/producing incorrect information or not meeting all the criteria mentioned above.
3. This recruitment process is completely free of cost.

**Candidate Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_



## ANNEXURE-2

Please bring along with you the following documents in original and one copy of the same.

- A. Duly acknowledged copy of the Graduate Engineer Trainee Offer Letter.
- B. Non-Disclosure Agreement.
- C. Two copies of your recent passport size photograph with white background.

**Attested copies of the following are required:**

- 1. Proof of age.
- 2. SSC/HSC or equivalent examination mark sheets.
- 3. Diploma / Degree mark sheets for all the Semesters/Years.
- 4. Passport first & last page.
- 5. Four wheeler Driving License.
- 6. Pan card.
- 7. Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

### ANNEXURE-3

Name : Shraddha V Goudar Vinayak                      Date : November 10, 2022  
Goudar  
Salary Grade : P1

Components	INR. (p.a.)	INR. (p.m.)
Basic	180000	15000
Bouquet of Benefits	264180	22015
Bonus	21000	1750
<b>Base Salary (p.a.)</b>	<b>465180</b>	<b>38765</b>
Annual Incentive	0	
<b>Total Variable (p.a.)</b>	<b>0</b>	
<b>TTC(p.a.)</b>	<b>465180</b>	
PF	21600	1800
Gratuity	8658	722
Mediclaime Premium(p.a)	12929	1077
<b>Retirals &amp; Other Benefits(p.a)</b>	<b>43187</b>	<b>3598</b>
<b>Cost to Company (CTC)</b>	<b>508367</b>	<b>42363</b>

#### Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

#### Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits\* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

**LETTER OF INTENT**

Date: 29-Sep-2022

**Name: Kandanoolu Kowshika Reddy****College: SIR MVIT Bangalore**

Dear Kowshika ,

Thank you for exploring career opportunities with **TheMathCompany Pvt Ltd**. You have successfully completed our selection process and we are pleased to make you an offer for the position of **Analyst**.

We look forward to having you join us in our mission to be the world's largest problem solver. We are sure that you will find TheMathCompany an exciting place to learn, contribute and grow.

Your initial place of posting for training will be Bangalore post which it will be a hybrid setup. Your compensation package will be **₹ 5,50,000 /-** per annum which includes **INR 1,00,000** as annual bonus. Your 3-year compensation progression is shown below.

Total Cost to Company (CTC) Breakup (in INR)				
Particulars	2024	2025	2026	Total CTC
Total Cost to Company from joining till <b>June 2024</b>	(PA) 4,50,000			
Guaranteed bonus to be paid in <b>June 2024</b>	*1,00,000			
1 <sup>st</sup> Compensation revision – <b>July 2024</b>		(PA) 6,00,000		
Guaranteed bonus to be paid in <b>June 2025</b>		*2,00,000		
2 <sup>nd</sup> Compensation revision – <b>July 2025</b>			(PA) ** 8,50,000	
Guaranteed bonus to be paid in <b>June 2026</b>			*4,00,000	
<b>Total Cost to Company in 3 years</b>				<b>26,00,000</b>





All pay-outs are subject to tax deductions as per existing tax laws

\*Guaranteed bonus to be paid along with June salary subject to being on the roles of the company and not serving notice period

\*\*Subject to performance

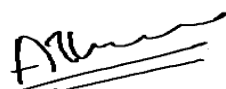
#### COMPENSATION DETAILS OF YEAR 1

Compensation Details		
Particulars	Monthly	Yearly
Basic Salary	₹ 18,750	₹ 2,25,000
House Rent Allowance	₹ 7,500	₹ 90,000
Conveyance Allowance	₹ 2,083	₹ 25,000
Medical Allowance	₹ 1,250	₹ 15,000
Food Allowance	₹ 2,200	₹ 26,400
Leave Travel Allowance	₹ 938	₹ 11,250
PF Contribution (Employer Contribution)	₹ 1,800	₹ 21,600
Special Allowance	₹ 2,979	₹ 35,750
<b>Total Fixed Compensation</b>	<b>₹ 37,500</b>	<b>₹ 4,50,000</b>
<b>Bonus Compensation</b>		<b>₹ 1,00,000</b>
<b>Total Cost to Company (CTC)</b>		<b>₹ 5,50,000</b>

- You are covered under **Group Insurance Cover** where you and your immediate family are eligible for **₹5,00,000 coverage per annum** (Family refers to self, spouse, two children & parents/in-laws). In addition, you are also covered under **Group Personal Accident Insurance cover for ₹20,00,000** and **Life Insurance cover for ₹25,00,000**.

Your joining date will be intimated by June 2023, and you will receive your formal offer letter on your joining day.

Thanking You,



**Authorised Signatory**  
**TheMathCompany Private Limited**



Date: 29-09-2022

Ref: 2200000EWQ

Nokia Networks

Kartik Kesharwani  
Bangalore

Telephone: +91 (124) 4504 000  
Direct fax: +91 (124) 4504 999

Nokia Solutions and Networks  
India Pvt. Ltd.  
(Formerly known as Nokia  
Siemens Networks Pvt. Ltd.)

7th Floor, Tower A, Building No.  
9A

DLF Cyber City, Phase - III  
Gurgaon - 122002  
Haryana (India)

Corp Identity No.  
U72900DL2006PTC155149

**Regd. Address:**

Nokia Solutions and Networks  
India Pvt. Ltd.  
1507, Regus Business Center,  
Eros Corporate Tower Level 15,  
Nehru Place, New Delhi-110019  
India

**Dear Kartik Kesharwani,**

With reference to your application and the subsequent interview, we have pleasure in offering you an appointment as **Graduate Engineer Trainee** in the **Job Grade- 6** in Nokia Solutions and Networks India Private Limited ("Company"), India. The terms and conditions of your appointment are as follows: -

**1 Appointment and Reporting**

- 1.1 You are required to join us on **02-08-2023** . The terms and conditions of your appointment shall be effective from your date of joining.
- 1.2 This offer is valid for 7 calendar days from the date of offer or your date of joining in the organization whichever is latest. Please indicate your acceptance of this offer of employment and the said terms & conditions by signing and returning the duplicate copy of this letter upon receipt of the letter.
- 1.3 You will initially report to **Rajesh Mukundan**, however your reporting is liable to change at the sole discretion of the company.
- 1.4 Your appointment is subject to your being found medically fit by a Doctor designated by the Company. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Further details for the same are included in Annexure 6.
- 1.5 This offer of employment is subject to and conditioned upon the truthfulness of the representations you have made to the company during the recruitment process. Company reserves the right to initiate background verification posts your acceptance of this offer of employment. If from the results of this background verification, it emerges that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.



- 1.6 We are also enclosing a personal data form which you need to fill and send back with the signed copy the offer. Upon receiving this letter, please get in touch with us in case you need any clarification and confirm your date of joining. Also, bring with you the documents detailed in Annexure 5, supporting your credentials for this employment with the company.

## 2 Initial posting and transfer

- 2.1 Your initial place of posting will be in **Bangalore**. However, at the sole discretion of the management of the Company ("Management"), you will be liable to be transferred /deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.

## 3 Probation Period

- 3.1 You shall be on probation for a period of twelve (12) months from the date of joining the Company. The same may however be extended or the contract of employment may be terminated, if so deemed necessary by the Management.
- 3.2 On completion of such time, based on performance, you would be considered confirmed. No confirmation letter would be issued stating the same.

## 4 Emoluments and Taxes

- 4.1 Your Total Target Cash (TTC) will be **Rs. 820,000.00 /-** per annum. A detail of your remuneration is provided in Annexure 1 & 2 annexed hereto.
- 4.2 You will also participate in the Nokia Solutions and Networks Performance Driven Incentive Plan as per applicable policy in force from time to time.
- 4.3 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income-tax, other taxes and levies which it is liable to deduct at source.

## 5 Benefits entitlements

- 5.1 You will be entitled to service benefits as per the rules of the Management as framed from time to time and as applicable to employees. The details of your current benefits and compensation details are annexed to this contract of employment.
- 5.2 You will be eligible for Medical and life insurance and related benefits as per company rules and regulations as prevalent from time to time.
- 5.3 You will be eligible to the benefits of Provident Fund & Gratuity as per provisions of the Provident Fund Act and Gratuity Act regulations as prevalent from time to time.
- 5.4 Your "work week" will be Monday to Friday. Daily working hours will be governed by the location / business specific office timings and applicable law with half an hour meal break during the work day. However, it may be necessary to extend these hours, or require your attendance at different times or week days depending on work demands; the same will be communicated to you by your manager from time to time.
- 5.5 Company will have twelve (12) days of declared holidays in a calendar year. The complete list of holidays for each calendar year is announced in December of the previous year.
- 5.6 The leave entitlement will be calculated on the basis of calendar year. Leave entitlement per year including casual and sick leave is as per rules of the Company framed from time to time. Such leaves will be credited to you on pro-rated basis for the calendar year upon joining the Company.

- 5.7 In the event where the Company has paid for your relocation/joining bonus/notice period of previous employer at the time of joining, all expenses borne on account of relocation/notice period paid to you as per the Company's policy will be recovered in full from you, if you resign from the Company before a period of one year (12 months).

## 6 Termination

- 6.1 During the probation period, either party is free to terminate this employment without assigning any reason therefore by giving notice of such intent for a period of fifteen (15) days. After your confirmation in regular employment of the Company, either party can terminate this employment by giving two (2) month's written notice without assigning any reasons. Ordinarily, the Company requires that you serve the full two (2) months notice prior to leaving the services. The company reserves the right to pay or recover salary in lieu of notice period. Prior to leaving the company, you will ensure that all your ongoing activities are successfully completed and handed over to the satisfaction of your manager / in-charge / superior. Further, based on satisfactory handover, the Management at its sole discretion may relieve you in advance of the full notice period. However, due to exigencies of business and / or successful completion of ongoing activities including its handover, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.
- 6.2 You shall retire from the services of the Company on the attainment of 60 years of age. Your employment shall stand terminated on the date of your retirement.
- 6.3 Notwithstanding the above, the Company may terminate this Contract in any of the following events:
- 6.3.1 You are guilty of serious misconduct including but not limited to moral turpitude;
- 6.3.2 You neglect your duties;
- 6.3.3 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within eight (8) days from the commencement of such absence and give an explanation to the satisfaction of the Management regarding such absence including submission of medical certificates as required;
- 6.3.4 You are in breach of your obligations of confidentiality to the Company; or
- 6.3.5 You do not comply with instructions or regulations imposed by the Company or any of the terms and conditions of your employment with the Company.
- 6.3.6 Any other reason as mentioned in the disciplinary policy of the Company in force from time to time.
- 6.4 Upon termination of your employment, you shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/ or extracts there from), kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company. You shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.
- 6.5 You shall also be required to clear all dues and formalities in respect any Company facility such as leased accommodation, leased car, loan, joining bonus (if leaving within 12 months from date of joining) and other amounts that you may be required to refund as per Company policy prior to leaving the services of the Company. In the event you fail to settle accounts, complete necessary formalities or otherwise clear your dues, the Company reserves the right to initiate appropriate legal action for recovery of dues at your risk and cost.

## 7 General employment obligations

- 7.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.
- 7.2 You shall be governed by the service rules and regulations of the Company, as amended by the Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 7.3 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the Company.
- 7.4 You shall ensure successful and timely completion of any job / work assigned to you. You would adhere to the norms of office discipline including working hours, systems and procedures.
- 7.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the Management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 7.6 Non-Solicitation: You agree that for a period of three (3) months after termination or expiration of your employment with the Company, regardless of the reason for termination, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that you employ or solicit for employment, any person employed at that time by the Company, or by any related corporations in any business thereof in which you have been engaged during your employment.
- 7.7 Non-Compete: It is the Company's policies to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics and encourage all employees to avoid all conflict of interest in any form or manner. Accordingly all employees must avoid activities that are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company.
- 7.7.1 During the employment period and for a period of three (3) months following termination of employment, you will not, directly, or indirectly, work for, own, invest in, direct, or aid any company or person engaged in competition with the Company. A company or person is in competition with the Company if it solicits business, performs services, or delivers goods that are competitive to the Company, its customers, or its prospective customers.
- 7.7.2 The above clause pertaining to non-competition shall be enforced to the fullest extent permissible under the applicable law.
- 7.8 Non-Disclosure: You acknowledge that the Company owns an exclusive proprietary interest in certain confidential information and that such confidential information constitutes valuable commercial and industrial secrets of the Company. You acknowledge and agree that the misuse or unauthorized disclosure of any confidential information would constitute an act injurious to Company and that the unauthorized disclosure or use of any confidential information may adversely affect the Company's business, competitive position and goodwill.
- 7.8.1 Your confidentiality obligations extend to all information of a confidential nature obtained or derived from the Company's customers or prospective customers.

- 7.8.2 In view of the Company's business relationship with different competing customers, you hereby covenant not to discuss any customer-related information nor share any customer data or techniques with other employees working on projects or accounts of another competing customer. You will take all necessary measures to protect the confidentiality of all information relating to the customer account for which you are responsible or to which your work relates, as well as any and all relevant data in your custody.
- 7.8.3 You hereby covenant not to mention anything about any competitors of the customer when communicating with the customer. You agree to keep all discussions on matters relating to the specific account within the account team, and that this applies for all communication between all levels of the Company organization.
- 7.8.4 You also agree not to take or remove from the premises without prior authorization in writing any original or copied material including any document, specification, drawing, diagram, plan, list, magnetic medium or any article relating to the Company's interests, secrets, or products, past, present or future, except where by virtue of the nature of your duties you are acting in the Company's interest and consent for such action would not reasonably have been expected to be withheld.
- 7.8.5 Under any or all circumstances, you agree not to make any public statements nor press releases about the customer account or project you are assigned to work on or are working on or about any competitors of that customer, without written authorization from the Company.
- 7.8.6 If, during the term of employment, you breach or violate any of the terms set out in this clause, you agree that this shall be sufficient cause for the Company to terminate this Contract. You acknowledge and agree that the termination of this Contract shall be without prejudice to any other legal remedies that the Company may have against you.
- 7.8.7 You agree that upon the termination of your employment with the Company for any reason whatsoever, whether such termination was made voluntarily or involuntarily by you, with or without cause, you will immediately return to the Company any and all property, customer lists, information, forms, formulae, plans, documents or other written or computer material, software or hardware, or copies of the same, belonging to the Company or any related companies of the Company within your possession or made or compiled or delivered to you during your employment, and will not at any time thereafter copy or reproduce the same.
- 7.8.8 You agree that the covenants and undertakings relating to non-disclosure that you have given herein shall continue regardless of the termination of your employment howsoever caused until such confidential information becomes part of the public domain.
- 7.9 Use of Company Marks: You agree that you will not retain or use, for your account or any other account, at any time, any trade names, trademarks, service mark, or other proprietary business designation used or owned in connection with the business of the Company, or any of the related corporations of the Company. For clarity, it is hereby declared that ownership and title to all of the aforesaid properties shall at all times be vested in the Company, or its related corporations, as the case may be.
- 7.10 Employment Invention: You shall disclose to the Company promptly in writing any invention (the word invention is to be understood to mean anything which might be capable of protection, in any country, against copying by a patent, a registered design, copyright, or otherwise) which may occur to you either alone or in conjunction with any other person during your employment with the Company, with the exception of inventions which you know to be not applicable to the field of activity of the organization. The company shall be entitled to get such invention(s) / patent.
- 7.10.1 You shall inform the Company at the commencement of your employment with the Company of all inventions previously made by you is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made.
- 7.10.2 The Company will be free to adopt any of the employees' inventions to the Company at the commencement of your

employment with the Company and conceived during your employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of the letters of patent or design registration in respect of such invention. The Company will notify to the employee if and to what extent the Company will adopt the said rights.


- 7.10.3 You shall on the request of the Company execute any necessary assignment, application form or other documents necessary for obtaining any protection right, which the Company will choose and you shall assist the Company if called upon to do so to obtain at the Company's cost, such protection right.
- 7.10.4 You shall treat all information relating to such invention as confidential and disclose it only to his superiors or any such person as your superiors direct. The employee shall not publish, except with the written consent of the Company, any information in relation to any such invention.
- 7.10.5 You agree that all inventions, designs, improvements, writings, and discoveries made during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and all necessary actions to obtain the patents and copyrights, and vest the Company with full and exclusive title thereto, and protect same against infringement by others.
- 7.11 Conflict of Interests: By joining the services of the company you confirm that you have disclosed fully to the Company any business interests or circumstance that conflict with the Company's interests. You agree to disclose immediately to the Company any conflict of interest between the Company and you or any immediate relatives that may arise during your employment. You are required to sign our standard conflict of interest disclosure form. You acknowledge that you have read, fully understand and agree to abide by, the terms and conditions of this disclosure shall form part of this present employment agreement.

## 8 Governing Law and jurisdiction

This offer of employment shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Management will be subject to exclusive jurisdiction of courts of Delhi whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us as a token of your acceptance of the terms and conditions of employment offered to you.

for Nokia Solutions and Networks India Private Limited



**Nelson Rajkumar**  
**Human Resources**

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the offer of employment on the terms and conditions stated herein above.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Kartik Kesharwani**




## Annexure 1

Strictly Personal & Confidential

### Compensation Details:

Kartik Kesharwani			
Job Grade - 6			
Compensation Elements		Per Month	Per Annum
Basic	INR	26,031.75	312,380.95
Provident Fund	INR	3,123.81	37,485.71
Flexible Benefits Plan (details below)	INR	35,923.95	431,087.38
<b>Annual Base Pay</b>	<b>INR</b>	<b>65,079.37</b>	<b>780,952.38</b>
<b>Performance Driven Incentive Plan- Target: 5%</b>	<b>INR</b>		<b>39,047.62</b>
<b>Total Target Cash</b>	<b>INR</b>		<b>820,000.00</b>
<b>Flexible Benefits Plan (FBP)</b>			<b>Max. Annual limit</b>
Leave Travel Assistance	INR		30,000.00
House Rent Allowance	INR		156,190.48
Fuel & Maintenance Reimbursement	INR		0.00
Meal Voucher	INR		26,400.00
Supplementary Allowance (residual amount)	INR		218,495.24
<b>Total Flexible Benefits Plan (FBP)</b>	<b>INR</b>		<b>431,087.38</b>

For Nokia Solutions and Networks India Private Limited



**Nelson Rajkumar**  
Human Resources

## Annexure 2

### FLEXIBLE BENEFIT PLAN (FBP) GUIDELINES

The Annual Base Pay consists of the elements as mentioned below i.e. the addition of all these elements adds upto the Annual Base Pay:

1. Basic Salary
2. Flexible Benefit Plan
3. Retirals - Provident Fund

This salary structure enables employees to receive maximum benefit of their salaries by claiming the amounts against bills as a reimbursement under the Flexible Benefit Plan. This is keeping in line with the provisions in the Income Tax rules.

#### FBP Components

All components mentioned under the FBP, except the HRA / CLA amount can either be received as part of the monthly salary or can be claimed by submitting the relevant bills/proofs in any month after the employee joins. Under the FBP, the employee can avail the following options:

- **Leave Travel Assistance:** This amount can be claimed in any month after the employee joins and supporting bills need to be submitted. Supporting bills are required to make the LTA amount tax exempt.
- **House Rent Allowance (HRA) / Company Leased Accommodation (CLA):** In case an employee is eligible; he can either avail a CLA if he wishes the company to help him find a house or opt for HRA. HRA would be credited as a monthly amount in the salary and is exempt from tax on production of rent receipts. In case of CLA, the rent amount is automatically deducted from the HRA component of FBP. The CLA amount is considered a perquisite and accordingly attracts tax.
- **Company Leased Vehicle:** In case the employee is eligible and applies for the scheme, the employee would be entitled to a tax exemption against fuel bills and car maintenance bills. In case the employee does not wish to opt for a CLV, the amounts allocated to Fuel and car maintenance become a part of the supplementary allowance.
- **Supplementary Allowance:** This is the balance amount left in the FBP total once the above components are accounted for. A negative supplementary allowance implies that the amounts under the above mentioned components are higher than the FBP entitlements and the employee needs to restructure his / her salary so as to make the supplementary allowance = 0. This restructuring is possible after the first payroll runs for an employee.

#### Other Benefits

- **Insurance Policies:** Group Medical Insurance Plan against hospitalization covering self, spouse and two children. This is a floater policy of Rs. 5 lakhs per family per year.
- **Group Personal Accident Insurance Scheme:** for which coverage is five time the Annual Basic Salary subject to a minimum of INR. 20 Lakh.
- **Group Term Life Insurance:** for death cases where the coverage is five time the Annual Basic Salary, subject to a minimum of INR. 20 Lakh.

## Annexure 3

### CONFLICT OF INTEREST DECLARATION FORM

Nokia Solutions and Networks' ("Company") Code of Conduct and the Global Employment Guideline define the rules and guiding principles for ethical behavior that all Nokia Solutions and Networks employees are expected to follow. One of the principles is related to "Conflict of Interest". It is the policy of Nokia Solutions and Networks to address how conflicts of interest involving employees of the Company should be identified, disclosed and managed. This form is designed to identify and disclose known conflicts of interest in an effort to properly manage them.

A "conflict of interest" exists when:

- (a) an individual's personal or familial interests interfere, or appear to interfere, with the individual's independent judgment on behalf of Nokia Solutions and Networks; or
- (b) a relationship is not in the best interests of Nokia Solutions and Networks, or has an appearance of not being so.

A conflict of interest can arise when an employee has interests that may impair the individual's ability to carry out responsibilities and duties to the Company objectively. Conflicts of interest may also arise when an employee receives an improper personal benefit as a result of his/her position in the Company, such as self-dealing or taking advantage of a corporate opportunity for personal gain or benefit.

In some cases the external activities of an employee, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in actual or apparent conflict of interest regarding the employee's commitment of time to his/her employment with Nokia Solutions and Networks.

All Nokia Solutions and Networks employees must, therefore, avoid any activity that leads to actual or apparent conflict of interest and report when a conflict of interest or the appearance of it exists.

**Please tick the appropriate box(es) and complete the information requested if any of these sections apply to you:**

**1. I am an officer, director\*, trustee, partner (general or limited), employee, or regularly retained worker/consultant/agent with a company, firm or organization which is a customer, contractor, supplier or competitor of Nokia Solutions and Networks. I am involved in or am in a position of influence over the team/business unit/function in Nokia Solutions and Networks who is conducting business with the company, firm or organization.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

- a) the names of all companies, firms or organizations in which you are an officer, director, trustee, partner (general or limited), employee, or regularly retained worker/consultant/agent; and*
- b) the nature of the business which Nokia Solutions and Networks is currently conducting with these companies, firms or organizations.*

\* The term, "director", in this section, refers to a role which has the authority to bind a non-Nokia Solutions and Networks company, firm or organization as a decision-maker or advisor, and does not refer to a statutory and/or executive board member

or a committee member of a non-Nokia Solutions and Networks company, firm or organization. Statutory and executive board and committee memberships and the like are governed by the Nokia Solutions and Networks Standard Operating Procedure (SOP) on External Board Memberships for Nokia Solutions and Networks employees. Employees are advised to consult this SOP before they take on any memberships in boards of directors, external committees or other governing bodies, or if they intend to publish their writings about Nokia Solutions and Networks or its business.

**2. I have shares in the paid-up capital exceeding 5%\*in one or more companies, firms or organizations which currently are customers, contractors, suppliers or competitors of Nokia Solutions and Networks. I am involved in or am in a position of influence over the team/business unit/function in Nokia Solutions and Networks who is conducting business with such companies, firms or organizations.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the names of these companies, firms or organizations; and*

*b) the amount of shares you have in each of them.*

**3. I have direct or indirect financial interest(s) in one or more customers, contractors, suppliers or competitors of Nokia Solutions and Networks and my financial interest(s) does/do not fall within any of the sections in this Conflict of Interest Declaration Form (e.g. provision of loans or other financial support). I am involved in, or, am in a position of influence over, the team/business unit/function in Nokia Solutions and Networks who is conducting business with such customer(s), contractor(s), supplier(s) or competitor(s) of Nokia Solutions and Networks.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the names of these customers, contractors, suppliers or competitors of Nokia Solutions and Networks;*

*b) the nature of the business which Nokia Solutions and Networks is currently conducting with them; and*

*c) the nature of your financial interest in them.*

\*Where local laws proscribe lower thresholds (i.e. less than 5%), then local laws will prevail; otherwise the threshold of 5% in this

Conflict of Interest Policy prevails.

**4. I know or am aware that a member(s) of my immediate family (e.g. spouse, parents, siblings, aunt, uncle or children) or other relative or other close personal connection, is an officer, director, trustee, partner (general or limited), employee or regularly retained worker/consultant/agent with a customer, contractor, supplier or competitor of Nokia Solutions and Networks, and I am involved in, or, am in a position of influence over, the team/business unit/function in Nokia Solutions and Networks who is conducting business with such customer(s), contractor(s), supplier(s) or competitor(s) of Nokia Solutions and Networks.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the names of these customers, contractors, suppliers or competitors of Nokia Solutions and Networks; and*

*b) the nature of the business which Nokia Solutions and Networks is currently conducting with them.*

**5. I know or am aware that one or more member(s) of my immediate family (e.g. spouse, parents, siblings, aunt, uncle or children) or other relative(s) or other close personal connection(s), have direct or indirect substantial\*financial interest(s) in one or more customers, contractors, suppliers or competitors of Nokia Solutions and Networks and I am involved in, or, am in a position of influence over, the team/business unit/function in Nokia Solutions and Networks who is conducting business with such customer(s), contractor(s), supplier(s) or competitor(s) of Nokia Solutions and Networks.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form):*

*a) the name(s) of these customers, contractors, suppliers or competitors of Nokia Solutions and Networks;*

*b) the nature of the business which Nokia Solutions and Networks is currently conducting with them; and*

*c) where legally permissible, the nature of your family member's or members' interest(s) in them.*

\* A "substantial financial interest", in this section, refers to the ownership of shares or stock in, and/or the provision of loans and/or other financial support to, a company, firm or organization which currently is a customer, contractor, supplier or competitor



of Nokia Solutions and Networks.

**6. I know or am aware that one or more member(s) of my immediate family (e.g. spouse, parents, siblings, aunt, uncle or children) or other relative(s) or other close personal connection(s), are currently employed in office(s) or position(s) in the government (national, federal, local or provincial) or as civil servant(s) in a department that Nokia Solutions and Networks has dealings with (e.g. a regulatory agency for which Nokia Solutions and Networks obtains permits or licenses). I am involved in, or, am in a position of influence over, the team/business unit /function in Nokia Solutions and Networks who has dealings with this government department.**

*If affirmative, please list here or on a separate sheet (to be attached to this Declaration Form), the name(s) of the regulatory agency(ies) or governmental body(ies).*

My answers to this form are correctly stated to the best of my knowledge and belief. I recognize that I have a continuing responsibility to notify my Line Manager, HR Consultant or Sub regional or Local Legal Counsel of the disclosed or other possible conflict of interest that may arise in my responsibilities to the Company to abstain from any participation in such matter until the Company can determine whether a conflict of interest exists and how such a conflict of interest shall be resolved.

I understand that the information on this Declaration Form is solely for use by the Company and is considered confidential information that will be handled in accordance with the Nokia Solutions and Networks Employment Privacy Policy.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Kartik Kesharwani**

## Annexure 4

### MATERNITY BENEFITS

#### Eligibility for Maternity Benefits: -

- Every woman employee who worked more than 80 days in twelve months preceding the date of her expected delivery

#### Definitions:-

- Commissioning mother- Means a biological mother who uses her egg to create an embryo implanted in any other women.
- Adopting mother- Means women adopt the child below the age of three month and leave will be entitled from the date when child is handed over to adopting mother.

#### Maternity Benefits, subject to the terms of Maternity Benefit Act, 1961: -

- Women having less than 2 surviving children will be entitled to leave with wages upto 26 weeks, the maximum period of maternity benefit before the date of her expected delivery is 08 weeks leave with wages.
- Women having 2 or more than 2 surviving children will be entitled to leave with wages upto 12 weeks, the maximum period of maternity benefit before the date of her expected delivery is 06 weeks leave with wages.
- A Commissioning mother or Adopting mother will be entitled for the maternity benefits upto 12 weeks leave with wages from the date child handed over to the adopting mother or the commissioning mother as the case may be.
- In case of miscarriage or medical termination of pregnancy, a woman employee is entitled to leave with wages at the rate of maternity benefit for a period of 06 weeks immediately following the day of her miscarriage, or as the case may be, her medical termination of pregnancy.
- In case of tubectomy operation a woman employee is entitled to leave with wages at the rate of maternity benefit for a period of 02 weeks immediately following the day of her tubectomy operation.
- A woman suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation is entitled to leave with wages at the rate of maternity benefit for a maximum period of one month, in addition to the leave of absence allowed to her for maternity or miscarriage / medical termination of pregnancy or tubectomy operation.
- If the nature of work assigned to a woman employee is such that she may work from home, the employer may allow her to do so after availing of the maternity benefit for such period and on such conditions as the employer and the woman may mutually agree.
- Every woman entitled to maternity benefit under the Maternity Benefit Act, 1961 is also entitled to receive from her employer a medical bonus of Rs. 3,500/-, if no prenatal confinement and postnatal care is provided for by the employer free of charge.
- After delivery a woman upon returning to work is entitled in the course of her daily work to 02 breaks of the prescribed duration for nursing the child until the child attains the age of 15 months. Such breaks would be in addition to the intervals of rest allowed to her.
- If establishment having 50 or more employees than a creche facility will be provided by the employer either separately or along with common facility w.e.f 01.07.2017, the 4 visits in a day may be allowed to female employee including the period of rest intervals. The Central Govt is expected to issue the necessary direction in this regard.
- The Maternity leaves cannot be the ground to discharge or dismiss the female employee except in case of misconduct defined under the Maternity Benefit Rules.

#### NOTE:

- A woman employee who is qualified to claim maternity benefit under section 50 of the Employees' State Insurance Act, 1948 shall not be entitled to claim maternity benefit from the Company under the Maternity Benefit Act, 1961.

- The Company shall not knowingly employ a woman during the 06 weeks immediately following the day of her delivery, miscarriage or medical termination of pregnancy.
- It may also be noted that the Maternity Benefit Act prohibits a woman to work in any establishment during the 06 weeks immediately following the day of her delivery, miscarriage or medical termination of pregnancy.

For more information, please refer to the policy section of the HR page on the company intranet.

## Annexure 5

### CONSENT FOR SHARING PERSONAL INFORMATION / DATA

I, **Kartik Kesharwani**, hereby grant my consent for sharing of my personal information and/or any personal sensitive data including financial data which also is capable of identifying me ("Personal information") with Nokia Solutions and Networks Pvt. Ltd. including its affiliates ("Nokia Solutions and Networks") for the following purposes:

- a. Providing the Personal information to any third party appointed by Nokia Solutions and Networks who prior to the disclosure of Personal information are bound to confidentiality agreement in writing with Nokia Solutions and Networks.
- b. Providing the Personal information to any third party appointed by Nokia Solutions and Networks who prior to the disclosure of Personal information are bound to confidentiality agreement in writing with Nokia Solutions and Networks.
- c. Employment-related actions including but not limited to processing compensation and benefits and any action required in the context of my employment or in relation thereto by Nokia Solutions and Networks.
- d. Sharing or storage with any third party for the purpose of restructuring, reorganisation, mergers, combinations, hive-off by Nokia Solutions and Networks.
- e. Sharing or storage with any customer, vendor and business partners of Nokia Solutions and Networks as required in consequence of a valid business agreement entered between Nokia Solutions and Networks or customer, vendor and business partners.

**Name:** Kartik Kesharwani

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Annexure 6

**Date:** 29-09-2022  
**Ref:** 2200000EWQ

### Pre- Employment medical Checkup Authorization

Telephone: +91 (124) 4504 000  
Direct fax: +91 (124) 4504 999

Nokia Solutions and Networks  
India Pvt. Ltd.  
(Formerly known as Nokia  
Siemens Networks Pvt. Ltd.)

7th Floor, Tower A, Building No.  
9A  
DLF Cyber City, Phase - III  
Gurgaon - 122002  
Haryana (India)

Corp Identity No.  
U72900DL2006PTC155149

**Regd. Address:**

Nokia Solutions and Networks  
India Pvt. Ltd.  
1507, Regus Business Center,  
Eros Corporate Tower Level 15,  
Nehru Place, New Delhi -  
110019,  
India

This is to authorize **Kartik Kesharwani** to undergo Pre-Employment Health Check-Up.

**Below are the steps to Register:**

- Login to <https://vhealth.io/campaign/nokia-preemp/>
- Register yourself and make payment of INR 950 towards the health check-up
- You will receive an appointment confirmation call from Indian Health Organization within the next two working days

In case of clarity required regarding your appointment, you can also write at [wellness@iho.in](mailto:wellness@iho.in)

**Kindly note:** Your fitness status and reports will be shared only with HR Department at Nokia.



---

**Nelson Rajkumar**  
**Human Resources**





## DATACORP TRAFFIC PRIVATE LIMITED

### Traffic Data Collection & Analysis

Ref No: DC-BLR/CR/PO/22-23/003

Date: 05th November 2022

Dear Mr. Dheeraj Kumar

#### Provisional Offer Letter

Further to the interview held on 27th October 2022, we are pleased to inform that you have been shortlisted for the position of Jr. Software Engineer.

Your annual total employment cost to the company would be Rs. 435000/- (Four lakhs thirty-five thousand only) and you will receive a detailed offer letter from the company while doing the joining formalities.

The reporting address is DataCorp Traffic Private Limited, Plot No:2, Railway station road, Harsha Layout, Kengeri, Bangalore 560 060.

Your date of joining with the company will be informed to you in due course of time. This provisional offer letter is valid until your joining date, subject to successful completion of joining formalities and thereafter would expire automatically. This offer does not confer to any right of whatsoever nature for employment in the company.

Looking forward to your joining and a mutual beneficial association.

Thanking you,

**For DataCorp Traffic Private Limited**

  
**Arul Selvaraj**  
(Head - HR & Admin)

I Accept the terms and conditions

**Dheeraj Kumar**

Date & Place: \_\_\_\_\_



To,

**Name :** Shivam Singh

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Shivam Singh,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

- After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - **Application Development Associate**
- **Annual fixed compensation** for the fiscal will be **INR 3,83,000**; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as **INR 32,500**. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential – INR 4,15,500 /-**
- **Joining Bonus** - You are also eligible for a joining Bonus of **INR 25,000**; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits: Gratuity** for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – **INR 6,400 /-**  
Notional Insurance Premium paid by Company – **INR 11,400 /-**
- **Annual Total earning potential + Additional Notional Benefits – INR 4,58,300/-**

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”

Date: 24 January 2023

Name: Himanshu Kumar Gupta

Address: Sir MVIT Bangalore - Sir M. Visvesvaraya Institute of Technology - Bangalore

Dear Himanshu Kumar,

Thank you for participating in our campus hiring process and we congratulate you on clearing our selection process. We are glad to issue this Letter of Intent to offer employment with Société Générale Global Solutions Centre Private Limited, India (SG GSC India).

However, your offer of employment will be subject to the conditions that you:

- Clear your current degree course study with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Will not have any backlogs on completion of the course
- Are flexible to work in any shift / process within SG GSC India

Your work location would be Bangalore, which may be subjected to change later owing to business requirements.

Your proposed **Total Potential CTC** (inclusive of allowance) is 662,474 the details of which are given below:

S. No.	Salary Components	Amount in INR Per Annum
1	Gross Salary	475,000
2	Retirals	39,924
3	Potential Variable Pay	118,750
4	Potential CTC (1+2+3)	<b>633,674</b>
5	Work Enablement Allowance	28,800
6	Potential CTC + Work Enablement Allowance (4+5)	<b>662,474</b>

Please be informed that this Letter of Intent does not constitute a contract of employment or guarantee you any employment with SG GSC India. SG GSC India reserves the right to withdraw this Letter of Intent or to modify any terms, without any prior notice, at its sole discretion.

With best wishes

Yours Sincerely,

For **Societe Generale Global Solution Centre Pvt Ltd,**



**Suja Antony**  
**Head Talent Acquisition**

I Accept  
Candidate Name:  
Signature:

Date: 24 January 2023

Name: Poshitha K J

Address: Sir MVIT Bangalore - Sir M. Visvesvaraya Institute of Technology - Bangalore

Dear Poshitha,

Thank you for participating in our campus hiring process and we congratulate you on clearing our selection process. We are glad to issue this Letter of Intent to offer employment with Société Générale Global Solutions Centre Private Limited, India (SG GSC India).

However, your offer of employment will be subject to the conditions that you:

- Clear your current degree course study with minimum 60% aggregate marks in your Graduation / Post Graduation (as applicable)
- Will not have any backlogs on completion of the course
- Are flexible to work in any shift / process within SG GSC India

Your work location would be Bangalore, which may be subjected to change later owing to business requirements.

Your proposed **Total Potential CTC** (inclusive of allowance) is 662,474 the details of which are given below:

S. No.	Salary Components	Amount in INR Per Annum
1	Gross Salary	475,000
2	Retirals	39,924
3	Potential Variable Pay	118,750
4	Potential CTC (1+2+3)	<b>633,674</b>
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6	Potential CTC + Work Enablement Allowance (4+5)	<b>662,474</b>

Please be informed that this Letter of Intent does not constitute a contract of employment or guarantee you any employment with SG GSC India. SG GSC India reserves the right to withdraw this Letter of Intent or to modify any terms, without any prior notice, at its sole discretion.

With best wishes

Yours Sincerely,

For **Societe Generale Global Solution Centre Pvt Ltd,**



**Suja Antony**  
**Head Talent Acquisition**

I Accept  
Candidate Name:  
Signature:



## LETTER OF INTENT

02-May-2023

**Mr. Dishant Banik**  
**Basabitan 2 flat no 40c IC road,**  
**rahara north 24 paraganas west bengal.**  
**Mob: +91 7892566324**

**Dear Dishant,**

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as **Trainee System Engineer**

Your annual total remuneration (CTC) of **Rs. 368,000/= (Rupees Three Lakh(s) Sixty Eight Thousand Only)** is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of **2 years after joining (excluding notice period)**, failing which you (and your surety) will be liable to pay **Rs.1,00,000/-** towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may





be either extended or your employment will be confirmed. During the probation period, either of the two parties (you or the company) may terminate the association by giving the other a notice of thirty (30) days or salary in lieu thereof along with the agreement amount subject to management's approval. If it is found that any information provided by you at the time of joining the Company or thereafter, is false or material facts have been intentionally suppressed or misrepresented, your services may be terminated with immediate effect upon issue of written notice by the Company.

Your joining date will be communicated later. Your place of work will be at our office located in **"Sirius Building, 1<sup>st</sup>& 2<sup>nd</sup> Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052.** However, Stratogent at its discretion can transfer you to any of its subsidiary, associate companies or client offices in India or overseas. In such cases, the terms of your employment with Stratogent may be governed by the terms and conditions applicable to the new location / company.

All terms and conditions of your employment, including the code of conduct, will be in accordance with the appointment letter. Soon after you begin your employment with the Company, you will also be invited to attend a new hire orientation to acquaint you more fully with the Company's values, organization, practices and products.

This offer is valid for a period of one week from the date of the letter, and shall lapse automatically unless you confirm your acceptance. Please indicate your acceptance by signing in the appropriate place and indicating your date of joining and return it to our attention at our current company location.

You are required to submit the following documents at the time of reporting for duty:

- a) Certificates in proof of your educational qualifications.
- b) Educational Marks Sheets
- c) Copy of Technical Certification courses
- d) Duly signed Agreement – if applicable
- e) Certificate in proof of your Date of Birth
- f) Certificate in proof of Residential Address (Current & Permanent)
- g) Relieving & Experience letters from your current and previous employers
- h) Last increment Letter
- i) Last 3 months pay slip of your recent employment
- j) Three passport size photographs
- k) Copy of PAN Card; and
- l) Copy of passport and Aadhar Card

We are very excited about the prospect of your joining our team. We feel your contributions will be invaluable, and we are confident you will find the position to be challenging and professionally rewarding.

Stratogent Technology Services Pvt. Ltd.  
Sirius Building, 1st& 2nd Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052, India  
Ph# +91-80-41131484 [www.stratogent.com](http://www.stratogent.com)  
CIN: U72200KA2008PTC047542





We are looking forward to your favorable response and working with you in the near future.

For any questions or clarifications regarding this offer, please contact me on +91 080 46788555 or send an email to Santhosh.chandran@stratogent.com.

Yours sincerely,

**For Stratogent Technologies India Pvt. Ltd.**

I accept the above terms and conditions:

*B.K. Aruna*

Employee signature:

*Dishant*

**Name: Aruna B K**

**Name: DISHANT BANIK**

**Title: Manager HR & Finance**

**Date: 3<sup>rd</sup> MAY 2023**



## Annexure A: COMPENSATION

COMPENSATION SUMMARY	Per Month	Per Annum
<b>FIXED PAY</b>		
Basic Salary	18,500	222,000
Conveyance Allowance	1600	19,200
HRA	5,964	71,570
Flexi Allowance	0	0
<b>TOTAL COMPENSATION</b>	<b>26,064</b>	<b>312,770</b>
<b>RETIRALS &amp; BENEFITS</b>		
Employer's Contribution to PF	1,800	21,600
Gratuity #		10,674
Employer's Contribution to ESI		0
Accident Insurance ##		270
Medical Insurance ###		4,286
<b>VARIABLE PERFORMANCE PAY *</b>		
Personal Performance Linked Pay		0
Annual Performance Linked Pay		18,400
<b>CTC (Cost to Company)</b>		<b>368,000</b>

For Stratogent Technology Services Pvt. Ltd.,

*B. K. Aruna*

**Aruna B K**  
**(Manager HR & Finance)**



## ANNEXURE B

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

### \*Flexi Allowance

Component	Maximum limit	Explanation
LTA	2 months Basic Salary	As per IT Act, LTA becomes tax exempt up to a maximum of economy class air fare twice during a four year period (currently 2018-21) for "family" as defined under the Act.
Meal Coupons	13200	Tax exempt, Ticket Restaurant vouchers
National Pension Scheme	10% of Basic Salary	Retirement Plan
Children education Allowance		Tax exempt for up to 2 children @ Rs.100/- per child p.m.
Special Allowance	Balance amount as per option chosen will be paid through payroll	Taxable

\*\*Annual Performance Linked Pay will be paid annually based on the performance of the company, unit and allocation. Personal Performance Linked Pay will be paid bi-annually based on employee's performance. Payment is subject to being active on company rolls (Not serving notice) on the date of announcement of Variable Performance Pay. Variable Performance Pay will be treated as productivity bonus in lieu of statutory profit bonus.

## Self covered under Accident Insurance for Rs. 1000000/-

### Self, Spouse, Children covered under Medical Insurance for Rs. 500000/-, can opt for parents coverage by contributing the premium. Also, anyone who is falling under ESI act can opt for Medical plan by contributing the premium

# Gratuity amount is paid as per Gratuity Act, 1972



## LETTER OF INTENT

02-May-2023

**Mr. Abhishek S Masgal**  
**sir mvit kcds mens hostel unit 2**  
**hunsemaranahalli bengaluru**  
**Mob: +91 8310577267**

Dear Abhishek,

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as **Trainee System Engineer**

Your annual total remuneration (CTC) of **Rs. 380,000/= (Rupees Three Lakh(s) Eighty Thousand Only)** is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of **2 years after joining (excluding notice period)**, failing which you (and your surety) will be liable to pay **Rs.1,00,000/-** towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may

be either extended or your employment will be confirmed. During the probation period, either of the two parties (you or the company) may terminate the association by giving the other a notice of thirty (30) days or salary in lieu thereof along with the agreement amount subject to management's approval. If it is found that any information provided by you at the time of joining the Company or thereafter, is false or material facts have been intentionally suppressed or misrepresented, your services may be terminated with immediate effect upon issue of written notice by the Company.

Your joining date will be communicated later. Your place of work will be at our office located in **"Sirius Building, 1<sup>st</sup>& 2<sup>nd</sup> Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052.** However, Stratogent at its discretion can transfer you to any of its subsidiary, associate companies or client offices in India or overseas. In such cases, the terms of your employment with Stratogent may be governed by the terms and conditions applicable to the new location / company.

All terms and conditions of your employment, including the code of conduct, will be in accordance with the appointment letter. Soon after you begin your employment with the Company, you will also be invited to attend a new hire orientation to acquaint you more fully with the Company's values, organization, practices and products.

This offer is valid for a period of one week from the date of the letter, and shall lapse automatically unless you confirm your acceptance. Please indicate your acceptance by signing in the appropriate place and indicating your date of joining and return it to our attention at our current company location.

You are required to submit the following documents at the time of reporting for duty:

- a) Certificates in proof of your educational qualifications.
- b) Educational Marks Sheets
- c) Copy of Technical Certification courses
- d) Duly signed Agreement – if applicable
- e) Certificate in proof of your Date of Birth
- f) Certificate in proof of Residential Address (Current & Permanent)
- g) Relieving & Experience letters from your current and previous employers
- h) Last increment Letter
- i) Last 3 months pay slip of your recent employment
- j) Three passport size photographs
- k) Copy of PAN Card; and
- l) Copy of passport and Aadhar Card

We are very excited about the prospect of your joining our team. We feel your contributions will be invaluable, and we are confident you will find the position to be challenging and professionally rewarding.



We are looking forward to your favorable response and working with you in the near future.

For any questions or clarifications regarding this offer, please contact me on +91 080 46788555 or send an email to Santhosh.chandran@stratogent.com.

Yours sincerely,

**For Stratogent Technologies India Pvt. Ltd.**

I accept the above terms and conditions:

**Employee signature:** \_\_\_\_\_

**Name: Aruna B K**

**Name:** .....

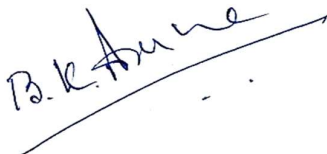
**Title: Manager HR & Finance**

**Date:** .....

**Annexure A:**  
**COMPENSATION**

COMPENSATION SUMMARY	Per Month	Per Annum
<b>FIXED PAY</b>		
Basic Salary	18,500	222,000
Conveyance Allowance	1600	19,200
HRA	6,914	82,970
Flexi Allowance	0	0
<b>TOTAL COMPENSATION</b>	<b>27,014</b>	<b>324,170</b>
<b>RETIRALS &amp; BENEFITS</b>		
Employer's Contribution to PF	1,800	21,600
Gratuity #		10,674
Employer's Contribution to ESI		0
Accident Insurance ##		270
Medical Insurance ###		4,286
<b>VARIABLE PERFORMANCE PAY *</b>		
Personal Performance Linked Pay		0
Annual Performance Linked Pay		19,000
<b>CTC (Cost to Company)</b>		<b>380,000</b>

**For Stratogent Technology Services Pvt. Ltd.,**



**Aruna B K**  
**(Manager HR & Finance)**

## ANNEXURE B

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

### \*Flexi Allowance

Component	Maximum limit	Explanation
LTA	2 months Basic Salary	As per IT Act, LTA becomes tax exempt up to a maximum of economy class air fare twice during a four year period (currently 2018-21) for “family” as defined under the Act.
Meal Coupons	13200	Tax exempt, Ticket Restaurant vouchers
National Pension Scheme	10% of Basic Salary	Retirement Plan
Children education Allowance		Tax exempt for up to 2 children @ Rs.100/- per child p.m.
Special Allowance	Balance amount as per option chosen will be paid through payroll	Taxable

\*\*Annual Performance Linked Pay will be paid annually based on the performance of the company, unit and allocation. Personal Performance Linked Pay will be paid bi-annually based on employee’s performance. Payment is subject to being active on company rolls (Not serving notice) on the date of announcement of Variable Performance Pay. Variable Performance Pay will be treated as productivity bonus in lieu of statutory profit bonus.

## Self covered under Accident Insurance for Rs. 1000000/-

### Self, Spouse, Children covered under Medical Insurance for Rs. 500000/-, can opt for parents coverage by contributing the premium. Also, anyone who is falling under ESI act can opt for Medical plan by contributing the premium

# Gratuity amount is paid as per Gratuity Act, 1972





**Offer: Computer Consultancy**

**Ref: TCSL/CT20223981856/Bangalore**

**Date: 28/09/2022**

Mr. D H Gowda  
118Haralimara Road,  
Halaguru Post,  
Mandya-571421,  
Karnataka.  
Tel# -9901665677

Dear D H Gowda,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/CT20223981856**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TCSL/CT20223981856**

**4**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**RETIRALS****Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

**TERMS AND CONDITIONS****1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.





## **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## **3. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **5. Mobility**

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **9. Confidentiality Agreement**

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer



The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.





### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>D H Gowda</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.





## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.





**Offer: Computer Consultancy**

**Ref: TCSL/DT20222881283/Bangalore**

**Date: 29/09/2022**

Mr. Gudikal Sai Vamsi  
D:No-25-1-5523rd Street , Postal Colony,  
Rajarajeshwari Temple,  
Nellore-524004,  
Andhra Pradesh.  
Tel# -

Dear Gudikal Sai Vamsi,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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**TCSL/DT20222881283**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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**TCSL/DT20222881283**

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum



qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

## **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

## **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

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interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Gudikal Sai Vamsi</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752

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## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20224031195/Bangalore**

**Date: 28/09/2022**

Ms. Kandanolu Kowshika Reddy  
D.No-27/327, Pola Residency,  
Moolasagaram,  
Nandyal-518501,  
Andhrapradesh.  
Tel# 91-7330941667

Dear Kandanolu Kowshika Reddy,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

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**TCSL/CT20224031195**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of INR **15,000/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of INR **500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

##### **Performance Bonus**

Your Performance Bonus will be INR **3,100/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Performance Bonus is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **2. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

### **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

### **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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**TCSL/CT20224031195**

**4**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**Loans**

You will be eligible for loans, as per TCSL's loan policy.

**Professional Memberships**

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

**RETIRALS****Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

**Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

**TERMS AND CONDITIONS****1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs if any during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.



## **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

## **3. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **5. Mobility**

TCSL reserves the right to transfer you to any of its offices, work sites, or associated or Affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



## **9. Confidentiality Agreement**

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

## **12. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



### **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.



## 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of probation/service without notice.

## 19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer





The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **20. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **21. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.



### **23. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **24. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Kandanoolu Kowshika Reddy</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	51,844	7,00,022
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	26,522	3,18,264



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223993397/Bangalore**

**Date: 29/09/2022**

Mr. Kishan Kumar  
53aMain Road,  
Near Bibi Ganj More,  
Danapur Cantt-801503,  
Bihar.  
Tel# 91-7033583467

Dear Kishan Kumar,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **XPLORE/ LEARNING INCENTIVES**

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

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## 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **13. Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

### **14. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **15. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum





qualification of MBBS to the Induction Coordinator.

## 18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## 20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

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- \*There is no criminal offence registered/pending against you
- \*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **22. Letter of Appointment**

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## **23. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

## **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

## **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

**TCS Confidential**

**TCSL/CT20223993397**

**12**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>Kishan Kumar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Sir M. Visvesvaraya Instt Of Tech-Blore</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>





## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## **2. Associate's Obligations**

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## **3. Intellectual Property Rights**

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Offer: Computer Consultancy**

**Ref: TCSL/DT20223114907/Bangalore**

**Date: 29/09/2022**

Ms. Komal Priya  
Sir Mvit Ladies Hostel, Hunamaranahalli,  
Sir Mvit,  
Bangaluru-562157,  
Karnataka.  
Tel# -8860090112

Dear Komal Priya,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**

**TCSL/DT20223114907**

**1**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

2173649 / ELTP-CAMPUS / 2023

15-Dec-2022

**Subject: Letter of Intent**

**Dear Bindhushree,**

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.

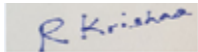


We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on [Campusjoining@techmahindra.com](mailto:Campusjoining@techmahindra.com)

This Letter of Intent shall cease to be valid on **30-Jun-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,  
**For Tech Mahindra Limited,**



**Krishna Ramaswamy**

**Head - Resource Management Group**



## **Annexure - A**

### **Learning and Certification**

Selects to learn the below UdeMy courses in self-learning mode and earn the course completion certificate for each course

Detailed learning instructions will be communicated separately.

<b>Category</b>	<b>UdeMy Course Name</b>	<b>Course Duration (in Hrs)</b>
Programming Foundations	Programming 101	4.5
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS	27.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	13.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2022	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022	9.5
Communication	The Art of Communications ? Become a Master Communicator	4
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.5
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

### Annexure - B

<b>Total Cost to Company (TCC) (Per Annum)</b>	<b>325000</b>
<b>Components of Total Cost to Company</b>	<b>INR. (Per Annum)</b>
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
<b>Flexible Components of TFP ^</b>	<b>28428</b>
<b>Total Fixed Pay (Per Annum)</b>	<b>280985</b>
Total Variable Pay (TVP) (Per Annum) (*)	31221
<b>Total.....(A)</b>	<b>312206</b>
<b>Additional Benefits....(B)</b>	<b>12794</b>
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
<b>Total Cost to Company (Per Annum) -----(A) + (B)</b>	<b>325000</b>
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
<b>Bonus / Statutory Bonus</b> , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
<b>Additional Benefits</b> : In addition to the above, you will also be eligible for the below-mentioned benefits -	
<b>i) Gratuity</b> : As per Payment of Gratuity Act	
<b>ii) Insurance</b>	
<b>a) Group Term Life Insurance (GTLI) Coverage:</b> You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of <b>INR 20 lakhs</b> to the beneficiary on the unfortunate death of the associate	
<b>b) Group Medical Coverage Plan (GMIP):</b> You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of <b>INR 3 lakhs</b> (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be <b>INR 2 lakhs</b> .	
<b>c) Group Personal Accident Insurance (GPAI) coverage:</b> You would be enrolled under the Company's GPAI scheme with a cover of upto <b>INR 5 lakhs</b> payable in case of permanent disablement arising out of any unfortunate event of an accident.	

**LETTER OF INTENT**

Date: 29-Sep-2022

**Name: Vinutha H****College: SIR MVIT Bangalore**

Dear Vinutha ,

Thank you for exploring career opportunities with **TheMathCompany Pvt Ltd**. You have successfully completed our selection process and we are pleased to make you an offer for the position of **Analyst**.

We look forward to having you join us in our mission to be the world's largest problem solver. We are sure that you will find TheMathCompany an exciting place to learn, contribute and grow.

Your initial place of posting for training will be Bangalore post which it will be a hybrid setup. Your compensation package will be **₹ 5,50,000 /-** per annum which includes **INR 1,00,000** as annual bonus. Your 3-year compensation progression is shown below.

Total Cost to Company (CTC) Breakup (in INR)				
Particulars	2024	2025	2026	Total CTC
Total Cost to Company from joining till <b>June 2024</b>	(PA) 4,50,000			
Guaranteed bonus to be paid in <b>June 2024</b>	*1,00,000			
1 <sup>st</sup> Compensation revision – <b>July 2024</b>		(PA) 6,00,000		
Guaranteed bonus to be paid in <b>June 2025</b>		*2,00,000		
2 <sup>nd</sup> Compensation revision – <b>July 2025</b>			(PA) ** 8,50,000	
Guaranteed bonus to be paid in <b>June 2026</b>			*4,00,000	
<b>Total Cost to Company in 3 years</b>				<b>26,00,000</b>





All pay-outs are subject to tax deductions as per existing tax laws

\*Guaranteed bonus to be paid along with June salary subject to being on the roles of the company and not serving notice period

\*\*Subject to performance

#### COMPENSATION DETAILS OF YEAR 1

Compensation Details		
Particulars	Monthly	Yearly
Basic Salary	₹ 18,750	₹ 2,25,000
House Rent Allowance	₹ 7,500	₹ 90,000
Conveyance Allowance	₹ 2,083	₹ 25,000
Medical Allowance	₹ 1,250	₹ 15,000
Food Allowance	₹ 2,200	₹ 26,400
Leave Travel Allowance	₹ 938	₹ 11,250
PF Contribution (Employer Contribution)	₹ 1,800	₹ 21,600
Special Allowance	₹ 2,979	₹ 35,750
<b>Total Fixed Compensation</b>	<b>₹ 37,500</b>	<b>₹ 4,50,000</b>
<b>Bonus Compensation</b>		<b>₹ 1,00,000</b>
<b>Total Cost to Company (CTC)</b>		<b>₹ 5,50,000</b>

- You are covered under **Group Insurance Cover** where you and your immediate family are eligible for **₹5,00,000 coverage per annum** (Family refers to self, spouse, two children & parents/in-laws). In addition, you are also covered under **Group Personal Accident Insurance cover for ₹20,00,000** and **Life Insurance cover for ₹25,00,000**.

Your joining date will be intimated by June 2023, and you will receive your formal offer letter on your joining day.

Thanking You,



**Authorised Signatory**  
**TheMathCompany Private Limited**



Date: 21-Nov-2022

To:  
Mr. Gudikal Sai Vamsi  
Sir M. Visvesvaraya Institute of Technology  
Bangalore

Dear Gudikal,

**SUBJECT: LETTER OF ENGAGEMENT AS A STUDENT TRAINEE**

With reference to the discussions that you (**you** or the **Trainee**) have had with **Torry Harris Business Solutions Private Limited** (the **Company** or **us**), the Company is pleased to inform you that you have been selected to undergo training in the Company as a Student Trainee on the following terms and conditions:

**1. NATURE OF ENGAGEMENT:**

You will be engaged as a Student Trainee in the field of software and IT services.

**2. DURATION OF INTERNSHIP:**

The duration of Internship will be for a period of 3 months, the dates will be shared on or before Dec 2022. Unless the Company extends the period of your Internship/training in writing, your Internship/training shall automatically stand terminated upon the expiry of the Internship/training period.

**3. STIPEND:**

During the Internship period, you will be paid a consolidated monthly Stipend of **Rs. 20,000 (Rupees Twenty Thousand Only) per month** and you shall not be entitled to any other remuneration of any sort.

**4. VERIFICATION REPORT:**

Your engagement will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your

Strictly Confidential



application and the information given at the time of interview, including the references given by you.

**5. OBLIGATION AND RESPONSIBILITIES:**

a) During the internship/training period, the Company expects you to undergo training in any department/section in which you are placed with high standard of initiative and efficiency.

b) The Trainee agrees and acknowledges that as a part of her/his internship program with the Company, the Trainee may be granted access to various kinds of Confidential Information. For the purposes of this letter, the term **Confidential Information** shall mean and include, without limitation, all knowledge or information concerning the Company, the Company's businesses, employment policies and practices, business requirements, customers, partners, service providers, Trainees, students, vendors, pricing, customer information, account information, business planning, business operations, administration, financials, marketing, sales, investment strategies, sales data, flow charts, projections, strategies, pricing information, information technology architectures and solutions and systems, inventions, patents, products, processes, methods, techniques, software, computer programs, computer systems, software devices, information about the design, methodology and documentation thereof, training manuals, plans, charts, lists, details, notes, files, letters, memoranda, reports, records, data, sketches, journals, copyrightable materials, trade secrets, usernames and passwords, educational content, and any records and repositories of all of the foregoing, in whatever form or medium, written or oral, printed documents, computer disks or tapes, whether machine or user readable, and this term shall include derivative works of the said Confidential Information.

c) The Trainee agrees and undertakes that:

- (i) shall not during the term of this Internship/training program or at any time thereafter, divulge or make use of any trade secrets,

Confidential Information, or intellectual property of any kind concerning the business of the Company or any of their dealings, transactions and affairs or any information concerning any of their partners, or customers which s/he possesses or comes to possess during the term of her/his Internship/training program with the Company, or which s/he may make or discover during the said period and that s/he shall also use her/his best endeavours to prevent any other person from doing so.

- (ii) all data, documents, emails, papers, plans, drawings, photographs, reports, statements, correspondence, etc. and technical information, know-how and instructions as well as business details or commercial policies that pass to the Trainee or which come to her/his knowledge shall be treated as confidential and s/he shall be bound to keep secret all such confidential matters including papers and documents, computer floppies, USB drives, hard drives, CDs or other media containing the same and shall not disclose, communicate, reproduce or distribute the same or copies thereof to anyone except in the course of the rightful discharge of her/his duties towards the Company.
- (iii) shall not at any time after the termination of the Internship/training program in any way make known or divulge to any person, firm or body corporate any of the methods, systems or other information of any kind in relation to the affairs of the Company whether such information is or was acquired by the Trainee before commencement of her/his Internship/training program with the Company.
- (iv) ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans,

know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by the Trainee, whether before or after commencement of the Trainee's Internship/training with the Company (the **Intellectual Property**) shall vest in the Company.

- (v) the Trainee hereby transfers and assigns in favour of the Company, all rights, title and interest in and to all the Intellectual Property, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Trainee agrees that such assignment shall be perpetual, worldwide and royalty free.
- (vi) notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to the Trainee, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. The Trainee further acknowledges and agrees that he shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. The Trainee also agrees to assist and

cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

(vii) shall forthwith communicate to the Company and transfer to it the exclusive benefit of all inventions, discoveries and improvements which s/he may make or discover during the continuance of her/his engagement relating to the Company's trade or business and shall give full information as to the exact mode of working and usage of the same and also all such explanation and instructions, to the officers and workmen of the Company as may be necessary to enable them to work the same effectively and shall, at the expense of the Company, furnish it with all necessary plans, drawings and models.

(viii) shall, whenever requested so to do by the Company whether during or after the termination of this letter, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

## **6. RELATIONSHIP BETWEEN THE PARTIES:**

a) The Company and the Trainee acknowledge and agree that the Company agreeing to allow the Trainee to participate in the Internship/ training program of the Company in terms of this letter does not create any relationship of employer and employee, nor principal and agent and under no circumstances is the Trainee to be considered the employee or agent of the Company. You agree and acknowledge that the Internship/training program of the Company is a voluntary programme for a fixed duration undertaken purely for educational

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purposes and with a view to evaluating whether you can be employed at a future date, in the sole discretion of the Company.

- b) The Trainee undertakes to perform in terms of this letter as an independent contractor for the purpose of providing services to the Company and the Trainee shall have no right or authority to assume or claim any obligation of any kind, expressed or implied, nor to accept or to take any monies on orders obtained, nor to bind the Company in any way whatsoever, nor to hold itself out as an agent, employee or officer of the Company to any third party. The Trainee shall make no representation, undertaking or warranty concerning the Company's products and services.

#### **7. POSTING:**

During your Internship/training period, you are liable to be transferred or assigned to work in any division or department of the Company. You may also be required to undergo Internship/training in order to enable you to have hands on experience in various skills, you may be entrusted with different assignments and duties.

#### **8. MISCONDUCT:**

- a) In the event that you are found guilty any misconduct, you are liable to be disengaged without any notice or payment of stipend in lieu of notice.
- b) Notwithstanding the condition regarding written notice of termination, the Company shall have the right to terminate your Internship/ training without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or if you are found to have willfully suppressed any material information.



## **9. TERMINATION:**

Notwithstanding anything contained herein, the Company reserves the right in its sole discretion, of terminating your engagement during the Internship/training period, without assigning any reasons, by giving 15 days' notice or payment of fifteen days' stipend in lieu of notice.

In the event of your remaining absent without leave or permission for more than three consecutive days (including remaining absent after the sanctioned leave period for a consecutive period of more than three days), you are liable to be treated as having abandoned the Internship/training, and the Company shall be entitled to terminate your engagement without any notice or payment of any stipend in lieu of notice.

## **10. AFTER COMPLETION/TERMINATION OF TRAINING:**

On completion/termination of training, you will immediately surrender to the Company all specifications, documents, literature, drawings, records etc., belonging to the Company or relating to its business and shall not take or retain any copies of the said items.

## **11. FUTURE EMPLOYMENT:**

In the event that you complete the training to the subjective satisfaction of the Company in its sole discretion, you will be appointed as **Associate Software Engineer** Trainee in the service of the Company with a **gross salary of Rs. 4,50,000 per annum**. In addition, you will also be entitled for a **performance linked pay of up to Rs. 50,000 (Rupees Fifty Thousand only) per annum**. You will be considered as a regular employee of the Company from the date you are absorbed in the employment of the Company. The period of Training will not be counted for the purpose of computing your tenure of service with the Company or for extending, any benefit that are otherwise available to the regular employees of the Company.

## **12. DATE OF COMMENCEMENT OF INTERSHIP/TRAINING:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed or an email acceptance within four days from the date of this letter. Your reporting date and time will be communicated later.

While reporting for training please bring

- 4 White background Passport size photographs
- 2 copies each of your certificates starting from 10<sup>th</sup> to the highest
- Provisional or course completion certificate (Engineering)
- Fitness certificate from any registered practitioner (Original)
- Address proof copy (Passport, Voters ID, Driving License, or UID)

The original certificates will be returned to you after verification.

After your successful completion of the training programme, and should the Company agree to employ you, you agree to be posted in any location where the Company is operating from. You agree that this could also include a unit in a Software Economic Zone (SEZ) location. This would be informed to you after the completion of your training.

We would like to take this opportunity to welcome you to the Company as a trainee. We hope that your training with us will be rewarding.

Yours faithfully,

For **TORRY HARRIS BUSINESS SOLUTIONS PRIVATE LIMITED**

Shivdayal Charan  
Authorized Signatory

## **ENDORSEMENT**

I, accept the terms and conditions stipulated in the above letter of engagement.

**PLACE:**

**DATE:**

**(Signature of the Candidate)**

Date: 21-Nov-2022

To:  
Mr. Ishu Singh  
Sir M. Visvesvaraya Institute of Technology  
Bangalore

Dear Ishu,

**SUBJECT: LETTER OF ENGAGEMENT AS A STUDENT TRAINEE**

With reference to the discussions that you (**you** or the **Trainee**) have had with **Torry Harris Business Solutions Private Limited** (the **Company** or **us**), the Company is pleased to inform you that you have been selected to undergo training in the Company as a Student Trainee on the following terms and conditions:

**1. NATURE OF ENGAGEMENT:**

You will be engaged as a Student Trainee in the field of software and IT services.

**2. DURATION OF INTERNSHIP:**

The duration of Internship will be for a period of 3 months, the dates will be shared on or before Dec 2022. Unless the Company extends the period of your Internship/training in writing, your Internship/training shall automatically stand terminated upon the expiry of the Internship/training period.

**3. STIPEND:**

During the Internship period, you will be paid a consolidated monthly Stipend of **Rs. 20,000 (Rupees Twenty Thousand Only) per month** and you shall not be entitled to any other remuneration of any sort.

**4. VERIFICATION REPORT:**

Your engagement will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your

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application and the information given at the time of interview, including the references given by you.

**5. OBLIGATION AND RESPONSIBILITIES:**

a) During the internship/training period, the Company expects you to undergo training in any department/section in which you are placed with high standard of initiative and efficiency.

b) The Trainee agrees and acknowledges that as a part of her/his internship program with the Company, the Trainee may be granted access to various kinds of Confidential Information. For the purposes of this letter, the term **Confidential Information** shall mean and include, without limitation, all knowledge or information concerning the Company, the Company's businesses, employment policies and practices, business requirements, customers, partners, service providers, Trainees, students, vendors, pricing, customer information, account information, business planning, business operations, administration, financials, marketing, sales, investment strategies, sales data, flow charts, projections, strategies, pricing information, information technology architectures and solutions and systems, inventions, patents, products, processes, methods, techniques, software, computer programs, computer systems, software devices, information about the design, methodology and documentation thereof, training manuals, plans, charts, lists, details, notes, files, letters, memoranda, reports, records, data, sketches, journals, copyrightable materials, trade secrets, usernames and passwords, educational content, and any records and repositories of all of the foregoing, in whatever form or medium, written or oral, printed documents, computer disks or tapes, whether machine or user readable, and this term shall include derivative works of the said Confidential Information.

c) The Trainee agrees and undertakes that:

- (i) shall not during the term of this Internship/training program or at any time thereafter, divulge or make use of any trade secrets,



Confidential Information, or intellectual property of any kind concerning the business of the Company or any of their dealings, transactions and affairs or any information concerning any of their partners, or customers which s/he possesses or comes to possess during the term of her/his Internship/training program with the Company, or which s/he may make or discover during the said period and that s/he shall also use her/his best endeavours to prevent any other person from doing so.

- (ii) all data, documents, emails, papers, plans, drawings, photographs, reports, statements, correspondence, etc. and technical information, know-how and instructions as well as business details or commercial policies that pass to the Trainee or which come to her/his knowledge shall be treated as confidential and s/he shall be bound to keep secret all such confidential matters including papers and documents, computer floppies, USB drives, hard drives, CDs or other media containing the same and shall not disclose, communicate, reproduce or distribute the same or copies thereof to anyone except in the course of the rightful discharge of her/his duties towards the Company.
- (iii) shall not at any time after the termination of the Internship/training program in any way make known or divulge to any person, firm or body corporate any of the methods, systems or other information of any kind in relation to the affairs of the Company whether such information is or was acquired by the Trainee before commencement of her/his Internship/training program with the Company.
- (iv) ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans,

know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by the Trainee, whether before or after commencement of the Trainee's Internship/training with the Company (the **Intellectual Property**) shall vest in the Company.

- (v) the Trainee hereby transfers and assigns in favour of the Company, all rights, title and interest in and to all the Intellectual Property, together with the rights to sublicense or transfer any and all rights assigned hereunder to third parties, in perpetuity. The Trainee agrees that such assignment shall be perpetual, worldwide and royalty free.
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cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

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a) The Company and the Trainee acknowledge and agree that the Company agreeing to allow the Trainee to participate in the Internship/ training program of the Company in terms of this letter does not create any relationship of employer and employee, nor principal and agent and under no circumstances is the Trainee to be considered the employee or agent of the Company. You agree and acknowledge that the Internship/training program of the Company is a voluntary programme for a fixed duration undertaken purely for educational

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purposes and with a view to evaluating whether you can be employed at a future date, in the sole discretion of the Company.

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- a) In the event that you are found guilty any misconduct, you are liable to be disengaged without any notice or payment of stipend in lieu of notice.
- b) Notwithstanding the condition regarding written notice of termination, the Company shall have the right to terminate your Internship/ training without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or if you are found to have willfully suppressed any material information.

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## **12. DATE OF COMMENCEMENT OF INTERSHIP/TRAINING:**

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed or an email acceptance within four days from the date of this letter. Your reporting date and time will be communicated later.

While reporting for training please bring

- 4 White background Passport size photographs
- 2 copies each of your certificates starting from 10<sup>th</sup> to the highest
- Provisional or course completion certificate (Engineering)
- Fitness certificate from any registered practitioner (Original)
- Address proof copy (Passport, Voters ID, Driving License, or UID)

The original certificates will be returned to you after verification.

After your successful completion of the training programme, and should the Company agree to employ you, you agree to be posted in any location where the Company is operating from. You agree that this could also include a unit in a Software Economic Zone (SEZ) location. This would be informed to you after the completion of your training.

We would like to take this opportunity to welcome you to the Company as a trainee. We hope that your training with us will be rewarding.

Yours faithfully,

For **TORRY HARRIS BUSINESS SOLUTIONS PRIVATE LIMITED**

Shivdayal Charan  
Authorized Signatory

## **ENDORSEMENT**

I, accept the terms and conditions stipulated in the above letter of engagement.

**PLACE:**

**DATE:**

**(Signature of the Candidate)**

1MV19 68001

# Kickdrum

CIN: U74999KA2017FTC101220

12th October, 2022

Mr. Aakash Tyagi  
VPO Ghasauli, Tehsil - Ganaur, Sonipat,  
Haryana - 131101

Email: aakashtyagi232@gmail.com

Cell: +91 99716 07681

Subject: Internship and Employment offer

Dear Aakash Tyagi:

Congratulations on successfully completing our selection process. We are pleased to offer you an internship followed by an employment at Kickdrum Technologies India Private Limited ("Kickdrum").

Kickdrum offers a unique opportunity for A-players such as you to become technology leaders and entrepreneurs. We are known for our kickass team that sets a very high-bar for software development and product ownership.

The date of commencement of internship will be intimated to you in due course of time. Your employment is confirmed upon successful completion of your internship.

IMV19CS006



**IMMENSPPHERE**

design. develop. deploy.

17 April 2023

OL No: ISM1071

Dear ADITI SINGH,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: Business Development Trainee

Training Date: 24 April 2023 to 3 May 2023

OJT Start Date: 4 May 2023

OJT End Date: 3 September 2023

Monthly Stipend: ₹30,250 (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of IMMENSPPHERE IT SERVICES. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before 24 April 2023.

SIGNATURE:   
(Candidate's Signature)

DATE: 19-04-23

support@immensphere.com

+91 9398011460

675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR layout, Bengaluru,  
Karnataka 560068



Date: 29-09-2022

Ref: 2200000EO5

Nokia Networks

Aditya .  
Bangalore

IMV19 68007

Telephone: +91 (124) 4504 000

Direct fax: +91 (124) 4504 999

Nokia Solutions and Networks  
India Pvt. Ltd.

(Formerly known as Nokia  
Siemens Networks Pvt. Ltd.)

7th Floor, Tower A, Building No.  
9A

DLF Cyber City, Phase - III  
Gurgaon - 122002  
Haryana (India)

Corp Identity No.  
U72900DL2006PTC155149

**Regd. Address:**

Nokia Solutions and Networks  
India Pvt. Ltd.  
1507, Regus Business Center,  
Eros Corporate Tower Level 15,  
Nehru Place, New Delhi-110019  
India

Dear Aditya .,

With reference to your application and the subsequent interview, we have pleasure in offering you an appointment as **Graduate Engineer Trainee in the Job Grade- 6** in Nokia Solutions and Networks India Private Limited ("Company"), India. The terms and conditions of your appointment are as follows: -

**1 Appointment and Reporting**

- 1.1 You are required to join us on **02-08-2023**. The terms and conditions of your appointment shall be effective from your date of joining.
- 1.2 This offer is valid for 7 calendar days from the date of offer or your date of joining in the organization whichever is latest. Please indicate your acceptance of this offer of employment and the said terms & conditions by signing and returning the duplicate copy of this letter upon receipt of the letter.
- 1.3 You will initially report to **Karthikeyan G**, however your reporting is liable to change at the sole discretion of the company.
- 1.4 Your appointment is subject to your being found medically fit by a Doctor designated by the Company. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Further details for the same are included in Annexure 6.
- 1.5 This offer of employment is subject to and conditioned upon the truthfulness of the representations you have made to the company during the recruitment process. Company reserves the right to initiate background verification posts your acceptance of this offer of employment. If from the results of this background verification, it emerges that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.





**LETTER OF INTENT**

02-May-2023

Mr. Akarsh N  
#199/4 and 5, Dhavalagiri Nilaya,  
2nd A Cross Road, Shivapura, Kattigenahalli,  
Bagalur Main Road, Bengaluru 560063.  
Mob: +91 9606366222

1MVI945009

Dear Akarsh,

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as Trainee System Engineer

Your annual total remuneration (CTC) of Rs. 368,000/= (Rupees Three Lakh(s) Sixty Eight Thousand Only) is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of 2 years after joining (excluding notice period), failing which you (and your surety) will be liable to pay Rs.1,00,000/-towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may

Stratogent Technology Services Pvt. Ltd.  
Sirius Building, 1st& 2nd Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052, India  
Ph# +91-80-41131484 [www.stratogent.com](http://www.stratogent.com)  
CIN: U72200KA2008PTC047542

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Sun, Mar 26, 7:52 PM ☆ ↶ !

Majo, George <Majo.George@target.com>  
to me ▾



**TARGET.**

Dear Ananya,

Greetings from Target!

Congratulations once again for accepting the offer with Target! We look forward to your joining us on completion of your course.

We are thinking of you and hope you are all excited to join Target soon!

As we plan for your onboarding and smooth transition to Target, we are starting off with the Target Ready program in the first week of April. This virtual program will help you prepare for your roles at Target.

We will be sharing calendar invites and details soon.

We will be sending you a soft copy of your offer letter in April and need your information for the same.

Request you to use the below link to share requested details.

<https://forms.office.com/r/24zVGsC2qG>

We understand that the current situation of the job market must be making you feel apprehensive however, we would like to assure you that your offer with Target is valid and please consider this email as a reconfirmation.

Please feel free to reach out to me for any clarifications!

Thanks and Regards,

Majo George

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 04/11/2023

1MV19 68018

Anushka Aman

C11868348

SMVIT and KCDS Ladies Hostel

8102151807

Dear Anushka Aman,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

1

Candidate's Signature \_\_\_\_\_

Reference Id: e2f92598-003f-41c1-90b8-3c57e22ce548\_1  
Signed By: MAHESH VASUDEO ZURALE





**IMMENSPPHERE**  
design develop deploy

17 April 2023

OL No: ISM1100

IMV1925 19

Dear Apurwa Sinha,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: Business Development Trainee

Training Date: 24 April 2023 to 3 May 2023

OJT Start Date: 4 May 2023

OJT End Date: 3 September 2023

Monthly Stipend: ₹30,250 (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of IMMENSPPHERE IT SERVICES, if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before 24 April 2023.

SIGNATURE:   
(Candidate's Signature)

DATE: 19th April 2023



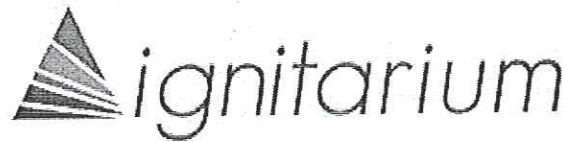
support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068



**OFFER LETTER**

1MVI9US022

Date: 21-10-2022

Dear Arjun

With reference to your application, the subsequent interview and the discussions you had with us, we are pleased to offer you a position as stated below at Ignitarium Technology Solutions Pvt. Ltd (hereinafter, the "Company").

Title	Department	Business Unit	Base Location
Associate Engineer	AI	AI&Clouds	Bangalore/Kochi

If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing & forwarding of this letter and returning it to us. If no such intimation of acceptance is received within 5 working days, this offer shall stand automatically withdrawn. On acceptance of this offer, you will be given a separate appointment letter on your joining date. The joining date will be intimated later by mail based on the course completion and result announcement dates.

**1. CONDITIONS OF HIRE**

Your employment will be subject to the successful completion of you final semester/ year (of your highest education mentioned in 'Annexure A') without any pending arrears/ backlogs during the entire course duration.

That, you are not breaching the terms or provisions of any prior agreement or arrangement with any party by accepting and endorsing to this Offer Letter.

That, you shall submit all relevant documentation as required by Company and that, you have obtained the requisite qualifications, accreditations and certifications on the basis of which you have been offered employment with the Company.

That, your background verification with respect to your personal details, academic qualifications, criminal background etc. to the extent of its applicability shall be required to be verified and confirmed by Company.



# Kickdrum

CIN: U74999KA2017FTC101220

12th October, 2022

Mr. Arpit Dutt Dixit

Near Jathar Hospital, Barapatthar, Seoni,

Madhya Pradesh - 480661

Email: arpitdixit23@gmail.com

Cell: +91 62601 21987

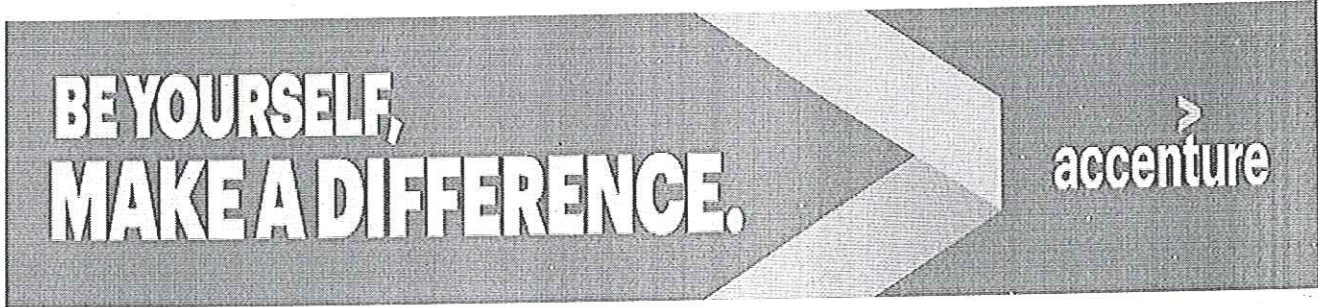
Subject: Offer letter for internship and employment

Dear Arpit Dutt Dixit:

Congratulations on successfully completing our selection process. We are pleased to offer you an internship followed by an employment at Kickdrum Technologies India Private Limited ("Kickdrum").

Kickdrum offers a unique opportunity for A-players such as you to become technology leaders and entrepreneurs. We are known for our kickass team that sets a very high-bar for software development and product ownership.

The date of commencement of internship will be intimated to you in due course of time. Your employment is confirmed upon successful completion of your internship.



Strictly Private and Confidential

Date: 04/24/2023

1MV19CS031

Badal Rath

C11909684

SIR MVIT AND KCDS HOSTEL, KRISHNADEVARAYANAGAR, NEAR INTERNATIONAL AIRPORT ROAD, HUNASAMARANA HALLI  
9634125538

Dear Badal Rath,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Advanced App Engineering Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.





Nov 30, 2022

Bhavana Hegde  
NA  
Bangalore- NA

**Sub: Offer of Employment**

Dear Bhavana,

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

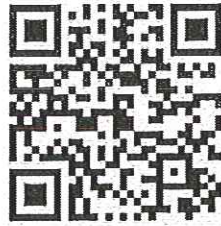
We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs.37500 is to be paid along with salary payable for your first month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2022. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.





19 BATCH

IMV19CS04D

13-Jan-2023

Candidate ID: 24193895

Divya Drishti  
B.Tech Computer Science & Engineering  
Sir M Visvesvaraya Institute of Technology, Bangalore

Dear Divya Drishti,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship on premises with us for a period of 3 to 6 months. Your Internship onboarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

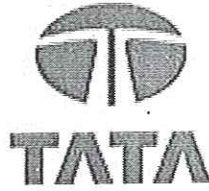
Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

**Please also note that:**

- The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be terminated if the mandatory requirement of minimum 90% attendance at office is not met in a month.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be terminated if leaves are availed without prior approvals.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be terminated.
- The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be terminated.
- After successful completion of your Internship if there is a business demand which expects you to get skilled on a different skill, you would be expected to get skilled in that demand failing which your Full Time Offer would be cancelled / withdrawn.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223978098/Bangalore**

**Date: 28/09/2022**

Mr. Bhanuteja Ganne  
4-1-925Indira Nagar,  
Ballary Road,  
Anantapur-515004,  
Andhra Pradesh.  
Tel# 91-9949833064

1MV19CS043

Dear Bhanuteja Ganne,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. .

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**

**TCSL/CT20223978098**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India


Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





Congratulations! You have  
been selected to be part of   
Accenture! Inbox

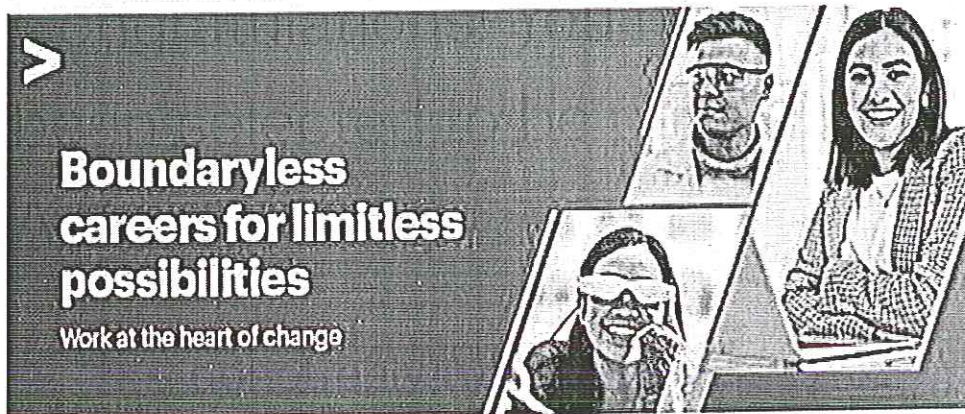


donotreply.ind... 25/10/2022



to me ▾

1MV19US047



See you soon at Accenture!

Dear Haripriya Dasarl Govindappa,

You've made it! Congratulations on successfully completing our hiring process.

We are glad to extend our Letter of Intent (LOI) to confirm your selection. You must accept our LOI within 5 days, if not we will consider your withdrawal from our process.

Steps to follow for accepting LOI:

- Login to the portal with the Link and Credential provided in the User Credential mail received with this mail.
- You will be redirected to the Dashboard Page.
- Click on the My Task tab on the top.
- Select the Task assigned.
- Download and read the Letter of Intent for no confusion.
- Select the check box and click on submit button for accepting the Letter of Intent.

For any queries you can login to the below link and go to Help section - choose appropriate category to raise your queries.

Link: <https://indiacampus.accenture.com/myzone/accenture/auth/login>







Nov 30, 2022

Harshleen Kaur  
NA  
Bangalore- NA

**Sub: Offer of Employment**

Dear Harshleen,

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs.37500 is to be paid along with salary payable for your first month, and the second instalment of Rs.37500 is to be paid along with salary payable for your sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2022. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer(s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.



# BE YOURSELF, MAKE A DIFFERENCE.

accenture

Strictly Private and Confidential

Date: 04/13/2023

Hitesh Ashoka

C11895497

1123, 12th Main, Judicial Layout, GKVK Post, Yelahanka, Bengaluru-65

7619374932

Dear Hitesh Ashoka,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

1

Candidate's Signature \_\_\_\_\_

Reference Id: bffd6634-4ef1-44b7-ab93-987bc5260194\_1  
Signed By: MAHESH VASUDEO ZURALE

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Indu J A Ananda J

College: Sir M Visvesvaraya Institute of Technology (MVIT)

1MVI9US057

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Indu J A Ananda J,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a Graduate Engineer Trainee. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 25000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this Graduate Engineer Trainee Offer Letter on the CampBuzz Portal (<https://campbuzz.lntinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.  
  
If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.
7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.





**IMMENSPPHERE**  
design. develop. deliver.

24 April 2023

14V19CS 054

OL No: ISM1159

Dear K.KANCHANA,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: Business Development Trainee

Training Date: 26 April 2023 to 5 May 2023

OJT Start Date: 6 May 2023

OJT End Date: 5 September 2023

Monthly Stipend: ₹30,250 (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of IMMENSPPHERE IT SERVICES. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before 26 April 2023.

SIGNATURE: K. Kanchana  
(Candidate's Signature)

DATE: 24/04/23

support@immensphere.com

+91 9398011460

675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068





**LETTER OF INTENT**

Date: 29-Sep-2022

Name: Kavya N

College: SIR MVIT Bangalore

1MV19US57

Dear Kavya,

Thank you for exploring career opportunities with TheMathCompany Pvt Ltd. You have successfully completed our selection process and we are pleased to make you an offer for the position of **Analyst**.

We look forward to having you join us in our mission to be the world's largest problem solver. We are sure that you will find TheMathCompany an exciting place to learn, contribute and grow.

Your initial place of posting for training will be Bangalore post which it will be a hybrid setup. Your compensation package will be ₹ 5,50,000 /- per annum which includes INR 1,00,000 as annual bonus.

Your 3-year compensation progression is shown below.

Total Cost to Company (CTC) Breakup (in INR)				
Particulars	2024	2025	2026	Total CTC
Total Cost to Company from joining till June 2024	(PA) 4,50,000			
Guaranteed bonus to be paid in June 2024	*1,00,000			
1 <sup>st</sup> Compensation revision – July 2024		(PA) 6,00,000		
Guaranteed bonus to be paid in June 2025		*2,00,000		
2 <sup>nd</sup> Compensation revision – July 2025			(PA) ** 8,50,000	
Guaranteed bonus to be paid in June 2026			*4,00,000	
Total Cost to Company in 3 years				26,00,000





## Selection Letter

Dear Kratik Singhal,

Congratulations!!

IMV/ACS 058

With reference to the interviews you had with us, we are pleased to inform that you are selected for the position of "Investment Manager" in our organization.

Kindly revert with your acceptance to work with Square Yards in it Bangalore Office.

You are requested to report on May <sup>June</sup> 2023 at 09:30 am to the Office with all your documents for your joining formality.

We are looking forward to welcoming you on board.

### Required Documents:

- 1) 10th Mark's card
- 2) 12th Mark's card
- 3) Graduation Mark's card
- 4) Post Graduation
- 5) Bank passbook front page or Cancelled Cheque
- 6) Aadhaar card front and back
- 7) PAN card
- 8) Passport size photo
- 9) Experience letter or Relieving letter

Note: Selection letter is only for your reference you'll receive offer letter at the time of Joining formality.

HR Head

*S. Shejari*





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223975118/Bangalore**  
**Date: 28/09/2022**

*11/11/2022 61*

Ms. Geethika Kuruba  
2-486 Behind New Madina Majid,  
Gorantla,  
Anantapur-515231,  
Andhra Pradesh.  
Tel# 91-7013205141

Dear Geethika Kuruba,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

**TCS Confidential**  
**TCSL/CT20223975118**

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

# Stratogent

## LETTER OF INTENT

02-May-2023

1 MV19 US 063

Mr. Yaimaran Khuman Laishram  
Ravindra Building, Hunasamaranahalli,  
Bengaluru, Karnataka, India  
Mob: +91 8787304165

Dear Yaimaran Khuman,

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as Trainee System Engineer

Your annual total remuneration (CTC) of Rs. 380,000/= (Rupees Three Lakh(s) Eighty Thousand Only) is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of 2 years after joining (excluding notice period), failing which you (and your surety) will be liable to pay Rs.1,00,000/-towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may



2173650 / ELTP-CAMPUS / 2023

15-Dec-2022

1MVI9CS64

**Subject: Letter of Intent**

Dear M R,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under probation for a period of **3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, ( Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.







Nov 30, 2022

MOHITH AN  
Bangalore  
Bangalore- 562157

**Sub: Offer of Employment**

Dear MOHITH,

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs. 37500 is to be paid along with salary payable for your First month, and the second instalment of Rs. 37500 is to be paid along with salary payable for your Sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2023. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.





**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223953907/Bangalore**  
**Date: 28/09/2022**

Ms. Monika N  
#203/A7th Main 4th Cross Gokula 1st Stage 2nd Phase,  
Royal Mutton Stall,  
Bangalore-560054,  
Karnataka.  
Tel# 91-9945770140

*IMV195 073*

Dear Monika N,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**

**TCSL/CT20223953907**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



1MVI9CS 074



To,

Name : Mukund Pareek

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Mukund Pareek,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment



Date: November 10, 2022

Ref: LTI/HR/EN3/Campus/2023

Name: Prajwal Harishchandra

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Prajwal Harishchandra,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a Graduate Engineer Trainee. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 30000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this Graduate Engineer Trainee Offer Letter on the CampBuzz Portal (<https://campbuzz.ltifotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled.

Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.

**NOKIA**

IMM9US 086

December 31, 2022

Dear Pratyush Kumar Shekhar,

Congratulations!

We are delighted to extend to you an offer for appointment at Nokia Solutions Networks India. Where you will be connected to global technology leader at the heart of connected world. A truly global company, we are 130 nationalities working in more than 100 countries.

At Nokia, we create technology that helps the world act together. As a trusted partner for critical networks, we are committed to innovation and technology leadership across mobile, fixed and cloud networks. We create value with intellectual property and long-term research, led by the award-winning Nokia Bell Labs. Adhering to the highest standards of integrity and security, we help build the capabilities needed for a more productive, sustainable and inclusive world.

Nokia is enabling the infrastructure for 5G and the Internet of Things to transform the human experience. Powered by the research and innovation of Nokia Bell Labs, we serve communications service providers, governments, large enterprises and consumers, with the industry's most complete, end-to-end portfolio of products, services and licensing.

Our focus is, and has always been, on people. We create technology that helps people thrive. It is through our people and culture that we shape technology to serve human needs. Our pursuit of performance with integrity and sustainability a culture that stems from our Finnish roots is key to why our customers and partners choose to work with us.

Please take a moment to carefully review the attached details of this offer of appointment. Should you have any questions regarding this offer, you may please contact the Talent Attraction Partner. On accepting this offer of appointment, you will receive a detailed appointment contract, on your date of joining which is not later than February 22, 2023.

We look forward to welcoming you on board and hope you will join us to be part of something great at Nokia Solutions and Networks.

Yours sincerely,



Head of Talent Attraction Asia and MEA



Date: 04-10-2022

Ref: 2200000EWR

Nokia Networks

Rahul Ghosh  
Bangalore

1MN19CS090

Telephone: +91 (124) 4504 000

Direct fax: +91 (124) 4504 999

Nokia Solutions and Networks  
India Pvt. Ltd.

(Formerly known as Nokia  
Siemens Networks Pvt. Ltd.)

7th Floor, Tower A, Building No.  
9A

DLF Cyber City, Phase - III  
Gurgaon - 122002  
Haryana (India)

Corp Identity No.  
U72900DL2006PTC155149

**Regd. Address:**

Nokia Solutions and Networks  
India Pvt. Ltd.  
1507, Regus Business Center,  
Eros Corporate Tower Level 15,  
Nehru Place, New Delhi-110019  
India

Dear Rahul Ghosh,

With reference to your application and the subsequent interview, we have pleasure in offering you an appointment as **Graduate Engineer Trainee** in the **Job Grade- 6** in Nokia Solutions and Networks India Private Limited ("Company"), India. The terms and conditions of your appointment are as follows: -

**1 Appointment and Reporting**

- 1.1 You are required to join us on **02-08-2023**. The terms and conditions of your appointment shall be effective from your date of joining.
- 1.2 This offer is valid for 7 calendar days from the date of offer or your date of joining in the organization whichever is latest. Please indicate your acceptance of this offer of employment and the said terms & conditions by signing and returning the duplicate copy of this letter upon receipt of the letter.
- 1.3 You will initially report to **Rajesh Mukundan**, however your reporting is liable to change at the sole discretion of the company.
- 1.4 Your appointment is subject to your being found medically fit by a Doctor designated by the Company. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Further details for the same are included in Annexure 6.
- 1.5 This offer of employment is subject to and conditioned upon the truthfulness of the representations you have made to the company during the recruitment process. Company reserves the right to initiate background verification posts your acceptance of this offer of employment. If from the results of this background verification, it emerges that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.





1MV198091

Nov 30, 2022

Rayannagari Sreehari  
NA  
Bangalore- NA

**Sub: Offer of Employment**

Dear Rayannagari,

Thank you for investing your time to pursue an opportunity with **Harman Connected Services Corporation India Pvt. Ltd, Bangalore.**

We are delighted in offering you an employment opportunity as **Associate Engineer** with Harman Connected Services Corporation India Pvt. Ltd, Bangalore

Further, "Company" for all purposes in this document shall mean Harman Connected Services Corporation India Pvt. Ltd, Bangalore and or its Affiliates, where the context may so require.

**Following are the terms and conditions associated with your employment:**

- You will receive a fixed compensation package of **INR 700000/-** per annum.
- You will also receive a one time Joining bonus of **INR 75000/-**. The first instalment of Rs.37500 is to be paid along with salary payable for your first month, and the second instalment of Rs.37500 is to be paid along with salary payable for your sixth month. If you leave the services of the Company within 1 year of joining the Company, this amount will be recovered from you.
- Your date of joining will be on/before **01 Aug 2023**.
- Your initial place of posting will be in **Harman Connected Services - Bangalore Campus**
- You will report to the **Business Unit/Function Head** or his/her nominee.
- Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- This offer and the subsequent employment is contingent upon you successfully clearing your degree and submitting all relevant documentation on or before October 31, 2022. Any failure to do within the prescribed duration shall result in termination of your employment with immediate effect.
- Your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction. By virtue of accepting this offer letter, you are hereby confirming that you do not have any non-compete obligations or other restrictive clauses of any nature whatsoever with any previous employer/s)
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and /or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- It is your responsibility to notify the Company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days.
- Company has different Business Units and you may be transferred within or across Business Units based on the requirement of Company. Please note you may also be transferred to any location and may be required to work in different shift timing as per the business requirements.
- Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- You will be entitled for an aggregate of 21 days of Privilege/Earned leave in accordance with the Company's policy as applicable from time to time. For all other leave types, you can refer to HR Policy section in the Company Intranet.
- You will be entitled to personal accident insurance coverage under the Company's group insurance plan. You and your family will be entitled to a comprehensive health insurance plan.
- During the course of your employment, to enable you to discharge your duties efficiently, Company may invest in you by providing you specialized and/or certified job-related training. If you choose to separate from the Company after undergoing the training (for a minimum period as may be communicated prior to such training), Company has the right to recover any and all expenses expended on your training including and not limited to associated expenses thereof.
- You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.



# BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

Date: 04/05/2023

1 MV19 CS 093

Rishita Goyal

C11868354

Sir Mvit and Kcads Ladies Hostel, Krishnadevaraya Nagar , Kempegowda International Airport, Bengaluru, Karnataka

7000827694

Dear Rishita Goyal,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



**Offer: Computer Consultancy**

**Ref: TCSL/CT20223964014/Bangalore**

**Date: 28/09/2022**

Mr. Sayan Sadhukha  
Room-106/Unit 3/Boys Hostel International Airport Road,  
Hunasamaranahalli,  
Bangalore-562157,  
Karnataka.  
Tel# -

1 MV 1965 97

Dear Sayan Sadhukha,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer in Grade C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

**TCS Confidential**

**TCSL/CT20223964014**

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**TATA CONSULTANCY SERVICES**

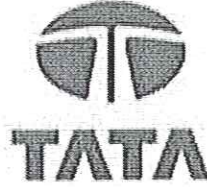
VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





1M V19CS098

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20223119031/Bangalore**  
**Date: 20/09/2022**

Ms. Serene Joshi  
3b Ooden House Anjenaya Swamy Layou Thindlu Vidyaranyapura3b,  
Vidyaranyapura,  
Bangalore-560097,  
Karnataka.  
Tel# 91-9535185270

Dear Serene Joshi,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential  
TCSL/DT20223119031

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



Date: 29-09-2022

Ref: 2200000EWY

Nokia Networks

SHAURYAM JAIN  
Bangalore

1MV19C8100

Telephone: +91 (124) 4504 000

Direct fax: +91 (124) 4504 999

Nokia Solutions and Networks  
India Pvt. Ltd.

(Formerly known as Nokia

Siemens Networks Pvt. Ltd.)

7th Floor, Tower A, Building No.  
9A

DLF Cyber City, Phase - III

Gurgaon - 122002

Haryana (India)

Corp Identity No.

U72900DL2006PTC155149

Dear SHAURYAM JAIN,

With reference to your application and the subsequent interview, we have pleasure in offering you an appointment as **Graduate Engineer Trainee** in the **Job Grade- 6** in Nokia Solutions and Networks India Private Limited ("Company"), India. The terms and conditions of your appointment are as follows: -

## 1 Appointment and Reporting

- 1.1 You are required to join us on **02-08-2023**. The terms and conditions of your appointment shall be effective from your date of joining.
- 1.2 This offer is valid for 7 calendar days from the date of offer or your date of joining in the organization whichever is latest. Please indicate your acceptance of this offer of employment and the said terms & conditions by signing and returning the duplicate copy of this letter upon receipt of the letter.
- 1.3 You will initially report to **Rajesh Mukundan**, however your reporting is liable to change at the sole discretion of the company.
- 1.4 Your appointment is subject to your being found medically fit by a Doctor designated by the Company. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Further details for the same are included in Annexure 6.
- 1.5 This offer of employment is subject to and conditioned upon the truthfulness of the representations you have made to the company during the recruitment process. Company reserves the right to initiate background verification posts your acceptance of this offer of employment. If from the results of this background verification, it emerges that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.

## Regd. Address:

Nokia Solutions and Networks  
India Pvt. Ltd.

1507, Regus Business Center,  
Eros Corporate Tower Level 15,  
Nehru Place, New Delhi-110019  
India

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 04/10/2023

1MN93102

Shrey Raj

C11887282

Unit 3 - 109, Sir Mvit Boys Hostel, Bengaluru North, krishnadevaraya Nagar, Hunasmaranahalli

8088123934

Dear Shrey Raj,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Apr-2023

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Candidate's Signature \_\_\_\_\_

Reference Id: ec652fa8-42e3-4e32-884d-27581cc18714\_1  
Signed By: MAHESH VASUDEO ZURALE



ZINTLR  
PRIVATE LIMITED

www.zintlr.com

## Offer Letter - Shreya Raj - Associate Product Manager

Dear Shreya Raj,

Please be advised that ZINTLR PRIVATE LIMITED (herein referred to as "the Company") requires that its policies are followed very strictly, with confidentiality being one of the most important and strict policies of Zintlr. All the details written in this offer letter are confidential between you and Zintlr and are not to be disclosed to co-workers, and/or anyone inside Zintlr or directly or indirectly involved with Zintlr. In the event that this policy is violated or if Zintlr has any reason to believe that you have shared confidential information, you may be subjected to disciplinary actions including, but not limited to, immediate termination with no benefits.

Zintlr appreciates your interest in working with us and gladly welcomes you on board! You will be working as a UI/UX Designer with Zintlr.

Your CTC would be INR 11,50,000. Details of compensation are shared in the attached Annexure A. Other terms and conditions of employment would be given to you with an Appointment Letter at the time of joining.

The offer is contingent upon the following:

1. You are accepting the offer (by returning a copy of this page with your signature at the bottom) no later than 26/06/2023.
2. You are reporting to work no later than 26/06/2023. This offer will expire on 01/07/2023.
3. You are signing the Employee Agreement and Non-Disclosure Agreement on the day you report to work.
4. You are obligated to keep the salary information confidential.
5. The offer has been issued based on your information at the time of selection or interview. As such, Zintlr reserves the right to revoke your offer or to take any other action as the Company deems fit in the event that there is any discrepancy in the information provided by you during our verification process.

We welcome you to the Zintlr family and look forward to a long and mutually beneficial relationship with you.

Sincerely,





POWER OF SIMPLICITY

**Tally Solutions Private Limited**

AMR Tech Park II, No. 23 & 24, Hongasandra  
Hosur Main Road, Bengaluru - 560 068, India

+91 80 66282559

www.tallysolutions.com

March 04, 2023

Sidhant Kaul  
Sir M Visvesvaraya Institute of Technology, Bengaluru

IMVIRUS 104

Dear Sidhant,

**Letter of Offer**

We are pleased to offer you a position at Tally Solutions Private Limited as Trainee – Software Engineer in the Career Level Trainee, part of our Engineering Function at Bengaluru location.

Your date of joining is September 04, 2023. The details of your Compensation and Benefits are given in Annexure I. This information is confidential in nature and we request you treat it that way.

At Tally, "Our strength is our People" and your happiness and success will be at the epicentre of our cultural ecosystem. As we chase ambitious Goals, Our Purpose and Values are the driving forces that inspire us to deliver the best in Products and Services.

We request you to confirm your acceptance of the offer by returning a signed copy of this letter. On or before your joining day please furnish documents as per Annexure II, which will be followed by reference and background checks.

We are excited to soon be accompanying you in our journey to mastery and we wish you a successful career with Tally.

Best Regards

For Tally Solutions Private Limited

Naganagouda S J  
Chief People Officer  
Human Resources



KINCENTRIC  
Best Employer  
INDIA 2021





**Offer: Computer Consultancy**

**Ref: TCSL/CT20223978718/Bangalore**

**Date: 28/09/2022**

Mr. Tharun Kumar Reddy Thippannagari  
3-71-6Y.S.R Colony,  
Near Govt Hospital,  
Obuladevura Cheruvu-515561,  
Andhra Pradesh.  
Tel# 91-8106442817

14V19CS115

Dear Tharun Kumar Reddy Thippannagari,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**

**TCSL/CT20223978718**

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





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Hosur Main Road, Bengaluru - 560 068, India
- +91 80 66282559
- www.tallysolutions.com

March 04, 2023

1 MV 19 US 116

Toshit Mall  
Sir M Visvesvaraya Institute of Technology, Bengaluru

Dear Toshit,

## Letter of Offer

We are pleased to offer you a position at Tally Solutions Private Limited as Trainee – Software Engineer in the Career Level Trainee, part of our Engineering Function at Bengaluru location.

Your date of joining is **September 04, 2023**. The details of your Compensation and Benefits are given in Annexure I. This information is confidential in nature and we request you treat it that way.

At Tally, "Our strength is our People" and your happiness and success will be at the epicentre of our cultural ecosystem. As we chase ambitious Goals, Our Purpose and Values are the driving forces that inspire us to deliver the best in Products and Services.

We request you to confirm your acceptance of the offer by returning a signed copy of this letter. On or before your joining day please furnish documents as per Annexure II, which will be followed by reference and background checks.

We are excited to soon be accompanying you in our journey to mastery and we wish you a successful career with Tally.

Best Regards

For Tally Solutions Private Limited

Naganagouda S J  
Chief People Officer  
Human Resources



**KINCENTRIC**  
Best Employer  
INDIA 2021

IMM1918-123



**IMMENSHERE**  
design develop deploy

17 April 2023

OL No: ISM1107

Dear Vikyath Shetty,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: Business Development Trainee

Training Date: 24 April 2023 to 3 May 2023

OJT Start Date: 4 May 2023

OJT End Date: 3 September 2023

Monthly Stipend: ₹30,250 (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of IMMENSHERE IT SERVICES. if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSHERE IT SERVICES, and will report on or before 24 April 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



support@immensphere.com



+91 9398011460



675, Ground Floor,  
9th Main Rd, Sector 7,  
HSR Layout, Bengaluru,  
Karnataka 560068





amadeus

May 05, 2023

Mr. Vatsal Jain

Bangalore

IMV1905121

## STRICTLY PRIVATE AND CONFIDENTIAL

Dear Vatsal Jain,

Welcome to Amadeus!!

We are very pleased to offer you the position of **Software Development Engineer 1** at Grade **G7** with Amadeus Software Labs India Private Limited ("Amadeus Labs"). We hope that Amadeus will provide you with a satisfying and challenging work environment along with a successful growth path.

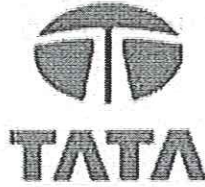
Your annual Gross Fixed Salary will be **INR 10,00,000 (Rupees Ten Lakh(s) Only)** In addition you will be eligible for an Annual Corporate Bonus - Maximum of **INR 85,464 (Rupees Eighty Five Thousand Four Hundred and Sixty Four Only)** subject to the rules of the bonus scheme. A detailed compensation package is enclosed as the "Compensation Letter", which is Annexure 1 to the Employment Agreement attached here to as Exhibit A.

These and other terms and conditions of employment that will affect your employment are contained in Exhibit A. A Checklist of Documents you must bring to work is attached as Exhibit B.

In the event of any termination of employment by the Company for cause (misconduct, or fraudulent, dishonest or undisciplined conduct of the Employee, or insolvency or conviction of the Employee for any offence involving moral turpitude, or breach of any terms of this Agreement or Rules of the Company or other documents or directions of the Company by the Employee, or any unauthorized absence of the Employee from the place of work, or closure of the business of the Company) or if the Employee submits his resignation to the Company for any reason within the first twelve months from the date of joining, then in such event, the Employee will be liable to reimburse any relocation expenses and tax allowances, or payments made in lieu of relocation, incurred or reimbursed by the Company and any loan the Employee may have received from the Company during his/her Employment.

Any repayment by the Employee will be due and payable to the Company or will be deducted from any amounts due to the Employee from the Company, including without limitation any salary, bonuses, vacation or other paid leave, severance or separation pay and expense reimbursements, up to the full amount of the Employee expense owed to the Company, subject to applicable law. If such deduction does not fully satisfy the amount of reimbursement due, you agree to immediately repay the remaining unpaid balance to the Company failing which the Company has the right to withhold the Relieving/Experience letter.

The terms of your engagement shall be governed by the provisions of the Employment Agreement as well as the internal policies, guidelines and regulations of Amadeus as issued and adopted by Amadeus from time to time. Your commencement date as well as the terms of employment may be altered unilaterally, at the management's discretion at any time prior to you joining Amadeus.



**Offer: Computer Consultancy**  
**Ref: TCSL/CT20223980728/Bangalore**  
**Date: 28/09/2022**

1MV19CS128

Mr. Vishal N M  
37th1st Cross 4th Main Veerananappa Layout,  
Abbigere,  
Bengaluru-560090,  
Karnataka.  
Tel# -

Dear Vishal N M,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be **INR 7,00,022/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after

TCS Confidential  
TCSL/CT20223980728

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**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, B2, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



1MV19CS129



Offer: Computer Consultancy  
Ref: TCSL/CT20223978666/Bangalore  
Date: 28/09/2022

1MV19CS129

Mr. Yashwanth L Nalla  
Near Govt HospitalDurga Temple,  
Gandhi Nagar,  
Sindhanur-584128,  
Karnataka.  
Tel# -

Dear Yashwanth L Nalla,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/CT20223978666

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India  
Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



# Stratogent

## LETTER OF INTENT

02-May-2023

Ms. MADHUSHREE N  
BCM Engineering Girls Hostel,  
Shantivana Layout, Devanahalli,  
Bangalore, 562110  
Mob: +91 8660666872

1 MV20CS403

Dear MADHUSHREE,

### Sub: Offer of Appointment for the position of Trainee System Engineer

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as Trainee System Engineer

Your annual total remuneration (CTC) of Rs. 368,000/= (Rupees Three Lakh(s) Sixty Eight Thousand Only) is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of 2 years after joining (excluding notice period), failing which you (and your surety) will be liable to pay Rs.1,00,000/-towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may

Stratogent Technology Services Pvt. Ltd.  
Sirius Building, 1st & 2nd Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore - 560052, India  
Ph# +91-80-41131484 [www.stratogent.com](http://www.stratogent.com)  
CIN: U72200KA2008PTC047542

Page 1 of 5

Madhushree. N.





## Letter of Intent (LOI)

Superset ID: 3368337

Date: September-30, 2022

Dear ASHA G,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2.cognizant.com/Pages/Prelogin>

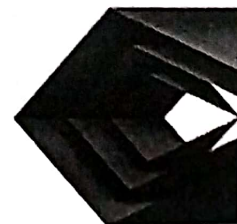
GenC HR Team will reach out to you over email to guide you on the next steps.

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources





## Letter of Intent (LOI)

Superset ID: 3385580.

Date: September 30, 2022

Dear Bhumika GP,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference: <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

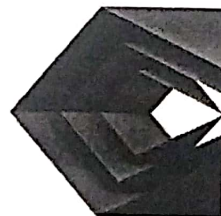
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources



## LETTER OF INTENT

02-May-2023

Ms. Bhuvana R  
No 580, 10th cross, 4th main, 3rd block,  
BEL layout, Vidyaranyapura,  
Bengaluru-560097  
Mob: +91 9742360840

Dear Bhuvana,

Sub: Offer of Appointment for the position of Trainee System Engineer

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as **Trainee System Engineer**

Your annual total remuneration (CTC) of **Rs. 380,000/= (Rupees Three Lakh(s) Eighty Thousand Only)** is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of **2 years after joining (excluding notice period)**, failing which you (and your surety) will be liable to pay **Rs.1,00,000/-** towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may

Stratogent Technology Services Pvt. Ltd.  
Sirius Building, 1st& 2nd Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore – 560052, India  
Ph# +91-80-41131484 [www.stratogent.com](http://www.stratogent.com)  
CIN: U72200KA2008PTC047542



Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Charan S Shankarappa V

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Charan S Shankarappa V,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a Graduate Engineer Trainee. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 25000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this Graduate Engineer Trainee Offer Letter on the CampBuzz Portal (<https://campbuzz.intinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



## LETTER OF INTENT

02-May-2023

Ms. Chetna Anand  
Sir MVIT and KCDS ladies hostel,  
krishnadevaraya nagar, Hunsurhalli,  
Bengaluru, Karnataka -562157  
Mob: +91 7022817853

Dear Chetna,

**Sub: Offer of Appointment for the position of Trainee System Engineer**

With reference to your application and the recent interview you had with us, we are pleased to offer you an appointment as **Trainee System Engineer**

Your annual total remuneration (CTC) of **Rs. 380,000/= (Rupees Three Lakh(s) Eighty Thousand Only)** is highlighted in the attached compensation summary and related benefits (Annexure A & B). Also note that taxes will be deducted at source from your gross compensation mentioned above, in compliance with prevailing tax regulations.

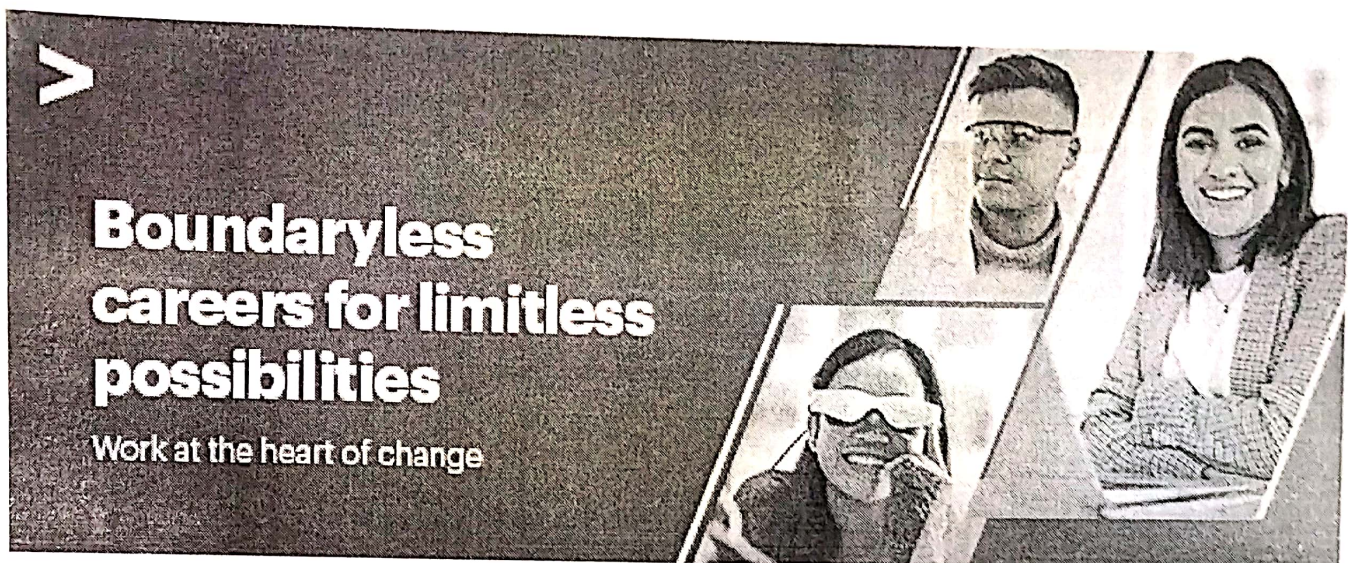
Your individual remuneration is purely a fact between you and the company, has been arrived based on your background, your professional merit and the company's prevailing compensation guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential. Compensation will be paid on a monthly basis in accordance with the Company's normal payroll procedures. However, the structure of your remuneration may be altered / changed from time to time in line with the policy and practices of the Company. This offer is based on your being and remaining medically fit as required under Company's policies.

As Stratogent will be incurring considerable expenditure on your training, you will be required to execute an agreement to serve Stratogent Technology Services Pvt. Ltd. For a minimum period of **2 years after joining (excluding notice period)**, failing which you (and your surety) will be liable to pay **Rs.1,00,000/-** towards training expenditure.

You are required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

As per Company policies, you will be on probation for a period of six months. After successful completion of the probation period, your performance will be reviewed, and your probation may

Stratogent Technology Services Pvt. Ltd.  
Sirius Building, 1st & 2nd Floor, Millers Road, Kaverappa Layout, Vasanth Nagar, Bangalore - 560053, India  
Ph# +91-80-41131484 [www.stratogent.com](http://www.stratogent.com)  
CIN: U72200KA2000PTC047142



To,

Name : Deepa Nambala Sreeram

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Deepa Nambala Sreeram,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment



- After a new joiner has completed the Fundamental Skill Primers Program, they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

By completing 100% of Fundamental Skill Primers online modules before the Fundamental Skill Primers assessment and scoring 75% or above in the Fundamental Skill Primers assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - Application Development Associate
- **Annual fixed compensation** for the fiscal will be INR 3,83,000; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- **Local Variable Bonus** - At your career level, the maximum annual target variable pay-out is estimated as INR 32,500. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- **Maximum Annual Total earning potential** – INR 4,15,500 /-
- **Joining Bonus** - You are also eligible for a joining Bonus of INR 25,000; payable upon successful completion of initial training as per company process.
- **Additional Notional Benefits:** Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic) – INR 6,400 /-  
Notional Insurance Premium paid by Company – INR 11,400 /-
- **Annual Total earning potential + Additional Notional Benefits** – INR 4,58,300/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

"This is an electronically generated document does not require signatures"

Dear Dhathriya S,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **IMMENSPPHERE IT SERVICES**. **if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with **IMMENSPPHERE IT SERVICES**, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



Monday, December 12, 2022

## OFFER FROM ARYAKA NETWORKS

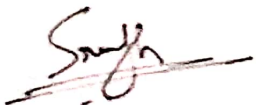
Dear Diksha Bhartia

We are pleased to provide our offer of employment ("*Offer*") for you at **ARYAKA NETWORKS INDIA PRIVATE LIMITED**, Bangalore, India.

1. The Offer is contingent upon the following actions:
  - (i) Your acceptance of this Offer (by returning a copy of this page with your signature at the bottom) no later than **14 December 2022**.
  - (ii) Your Successful Completion of Project Internship as stated in any Internship Letter, if applicable.
  - (iii) Your completion of the graduation or post-graduation course. It is mandatory to provide the course completion certificate on the date of joining.
  - (iv) Your reporting work no later than **04 September 2023**.
  - (v) Your signing of the Employee/Appointment Agreement and Non-disclosure Agreement on the day you report to work.
2. This Offer, including salary, salary adjustments, benefits details, and related information, is confidential between you and the Company. You shall not share this information publicly or with co-workers and/or anyone inside Aryaka other than your management chain or personnel in the Accounting or Finance with a need to know, directly or indirectly by any means (e.g., verbally, or in writing).
3. The offered role is not a remote role. Your place of work shall be Bangalore, India.
4. Your salary break-up will be as per the attached Exhibit.
5. A recommendation will be made to the Company's Board of Directors (the "*Board*") that you be granted a stock option to purchase up to **5000 Shares** of the Company's common stock (the "*Option*"). The Option will be subject to dilution, the full risk of which you will bear as holder of the Option. If the Option were approved, you will have the right to buy only the number of shares of the Company's common stock listed above, subject to the terms and conditions of the Company's 2019 Equity Incentive Plan and the stock option agreement under which the Option would be granted. Neither the Option nor anything in this letter will entitle you to purchase additional shares of the Company's common stock or otherwise guarantee that you will maintain any specific percentage interest in the Company's common stock or capitalization. The per-share exercise price of the Option will be equal to the fair market value of the common stock on the date the Board approves the Option grant to you.
6. This Offer has been issued based on the information furnished by you at the time of selection or interview. However, if there is a discrepancy found in your credentials and/or salary documents of your previous employer provided by you during the verification process, the Company deserves the right to revoke this Offer or take any action that it may deem fit.

We welcome you to the Aryaka family and look forward to a long and mutually beneficial relationship with you.

Sincerely,



**Sreekanth Velagapudi**

**Vice President Global HR**

Employee Initials: [candidate-sign-1] DikshaBhartia





**ARYAKA NETWORKS INDIA (P) LTD.**

**EXHIBIT**

Name	Diksha Bharti	
Designation	Technical Support Engineer I	
TOTAL REMUNERATION WORKSHEET		
Salary Components	Monthly (INR)	Annual (INR)
Basic	20,000	2,40,000
Flexible Benefit Component (FBC)*	26,534	3,18,408
Statutory Bonus	1,666	19,992
Company's Contribution to PF	1,800	21,600
Base Salary (1)	50,000	6,00,000
Shift Allowance** (2)	14,667	1,76,000
Broadband - INR 1600 Per Month Paid on Actuals	1,600	19,200
Non-Cash Food Allowance	4,200	50,400
Insurance *** - Non-Cash - Premium Paid by the company	2,667	32,000
Transport - Non-Cash - Company Sponsored	8,000	96,000
Gratuity - Non-Cash	962	11,539
Total Non-Cash Benefits (3)	30,496	3,65,939
Total CTC (1+2+3)	82,095	9,85,139

<b>*Break-up of FBC</b>		
House Rent Allowance	10,000	1,20,000
Ch. Education Allowance	200	2,400
Special Allowance	6,634	79,608
Leave Travel Allowance	5,000	60,000
Telephone	2,500	30,000
Food Coupons	2,200	26,400

<b>**Shift Allowance</b>	<b>INR</b>
Morning/Noon Shift	500
Night Shift/Weekend Shift	1000

**\*\*\*Non-Cash Benefits Details**

**Group Medical Insurance:** The Company will provide Group Mediclaim Floating Cover (for self, spouse, two children, and parents) up to INR 8 Lakhs.

**Group Accidental Insurance:** The Company will provide Group Accidental insurance for self with a cover up to 2x of the annual Total Fixed Pay (Subject to the Index table).

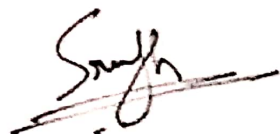
**Group Term Life Insurance:** This is applicable only in the unfortunate event of the death of an employee, the nominee or the legal heirs shall receive up to 3x of the annual Total Fixed Pay.

**Note:** Premiums of all insurances listed will be borne by the Company. Insurance Coverages are extended based on the Underwriters and Insurance Company's Rules, Regulations, Terms and Conditions and approval.

**Statutory Benefits Details:**

**Gratuity:** Payment of gratuity will be as per the Gratuity Act 1972.

**Provident Fund:** Contribution is restricted to the maximum Basic Pay of INR 15000; any additional contributions may be made through the Voluntary Provident Fund.



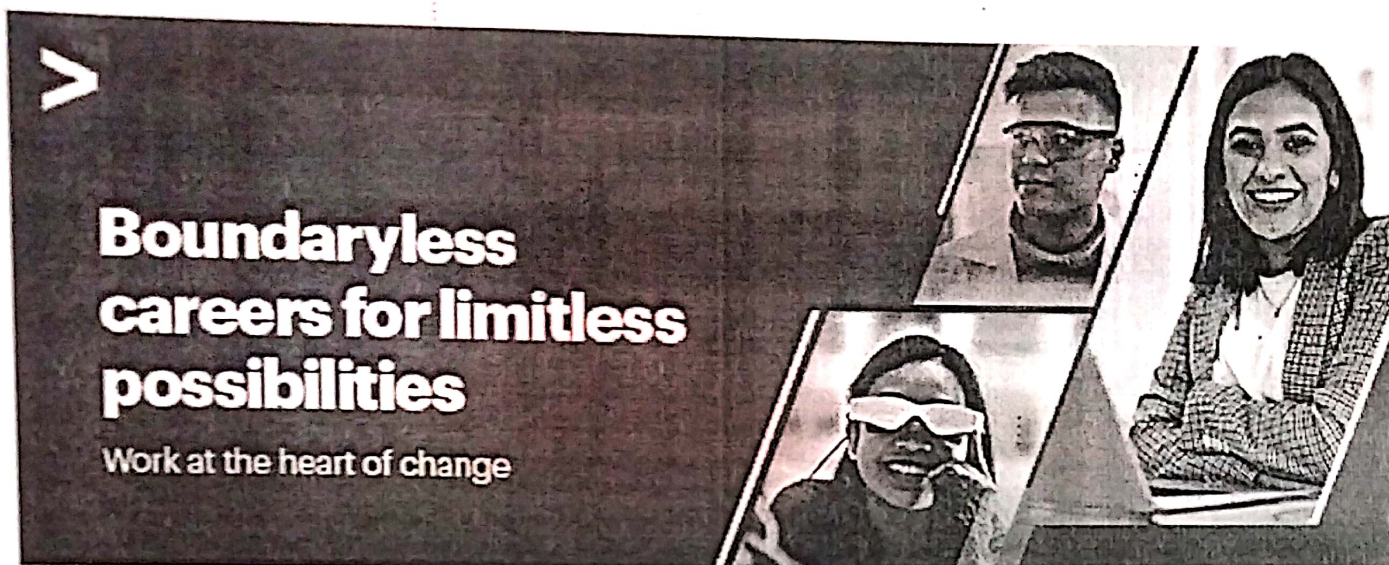
**Sreekanth Velagapudi**

**Vice President Global HR**

[candidate-sign-1] 







To,

Name : Divya T A T A

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Divya T A T A,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Ganavi.S

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Ganavi.S,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000 pm.**
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this **Graduate Engineer Trainee Offer Letter** on the **CampBuzz Portal** (<https://campbuzz.intinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



1. *Introduction*

1940-1941

1994-1995

Technology Solutions India Private Limited ("Cognizant") and subsequent  
Employment Agreement shall be subject to and be effective only upon  
the internship with stipend during your final semester and terms and

Cognizant identified training programs shall not deem to constitute you to the program of Cognizant identified training programs does not include any relationship intended or created by reason of this LOI.

you shall not be entitled for any benefits paid or made available to

14. ~~Upon successful completion of the training program, completion of background verification~~  
~~and signing of an agreement with a suitable employer, your annual total remuneration shall be INR 4,01,988/- per~~  
~~annum. The exact details of components and benefits will be provided in your final employment Offer Letter.~~

I hereby acknowledge that Cognizant has agreed to consider me for participation in the full-time internship program or such Cognizant identified training programs as eligible to go on to consideration for employment after successful completion of the training which brings eligibility to receive a definitive employment opportunity subject to successful completion of training formalities, background verification and procedures. Cognizant has zero tolerance towards discrimination on any basis with respect to right to work pursuant to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any employment relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Internship program at any time. This document is not a contract and does not constitute any performance benchmark or moral code of conduct.

18. Code of Ethics. The above contract, with Company's Code Values and Standards of Business Conduct, located at and incorporated herein by

1. ~~Upon receipt of a written offer for employment, Cognizant shall, within 10 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 10 calendar days. If you decline the offer, you shall not receive any response from your end within the aforementioned time period, this LOI shall stand null and void. The validity of the LOI shall be at the sole discretion of Cognizant. Please note that this LOI is not intended to be an offer of employment or any other offer for purposes of joining Cognizant as an employee. For all onboarding formalities, the candidate shall be responsible.~~

Cognizant Technology Solutions India Private Limited to receive the personal information and/or documents, documents information, documents information) submitted by you for background verification and share the same with its empaneled vendors to enable the empaneled vendors to conduct background checks for employment opportunities with Cognizant.

\*To further explore content or other options, click "Raise a Query" button in the below link. Use SuperSet ID as identifier.

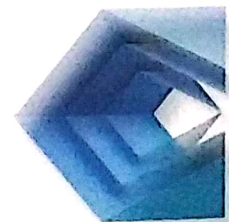
1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2014-2015

Fig. 1.  $\Delta G_{\text{max}}^{\circ}$  (kJ/mol) vs.  $\Delta G_{\text{min}}^{\circ}$  (kJ/mol) for the reaction of 1,2-dichloroethane with  $\text{H}_2$  and  $\text{H}_2\text{O}$ .

Gray - 4/10/2004  
 100 - 1/10/2004 - 1000 - 1/10/2004





13-Jan-2023

Candidate ID: 24198201

**K Harshitha**  
B.E. Electronics and Telecommunication Engineering  
Sir M Visvesvaraya Institute of Technology, Bangalore

Dear K Harshitha,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship on premises with us for a period of 3 to 6 months. Your Internship onboarding will be scheduled based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Though Cognizant Internship is a pre-requisite skill and capability development program, it does not guarantee employment and there is no employer – employee relationship during the course of this internship program. However, the successful completion of internship will form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

**Please also note that:**

- The Internship timings would be for 10 hours per day from Monday through Friday aligned to the working timings followed in Cognizant which based on the need could also be operated on a shift model. Attendance is mandatory on all the days to stay active in the Internship Program. The Intern Offer would be terminated if the mandatory requirement of minimum 90% attendance at office is not met in a month.
- Interns are covered under Cognizant's calendar holidays of the respective location of internship, and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program and internship would be terminated if leaves are availed without prior approvals.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions failing which your internship would be terminated.
- The Technical skills track mapped could change at the start or mid-way or even later during the program depending on business demand changes and you would be required to be flexible for this change failing which your internship would be terminated.
- After successful completion of your Internship if there is a business demand which expects you to get skilled on a different skill, you would be expected to get skilled in that demand failing which your Full Time Offer would be cancelled / withdrawn.

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Dear K JAHNAVI DEVI,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: Business Development Trainee

Training Date: 24 April 2023 to 3 May 2023

OJT Start Date: 4 May 2023

OJT End Date: 3 September 2023

Monthly Stipend: ₹30,250 (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of IMMENSHERE IT SERVICES, if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSHERE IT SERVICES, and will report on or before 24 April 2023.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Kokila S

College: Sir M Visvesvaraya Institute of Technology (MVIT)

**LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE**

Dear Kokila S,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 25000 pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
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If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.





To,

Name : Kumar Shivam

Re: Important information post your clearance of the Interview process during the Campus Visit

Dear Kumar Shivam,

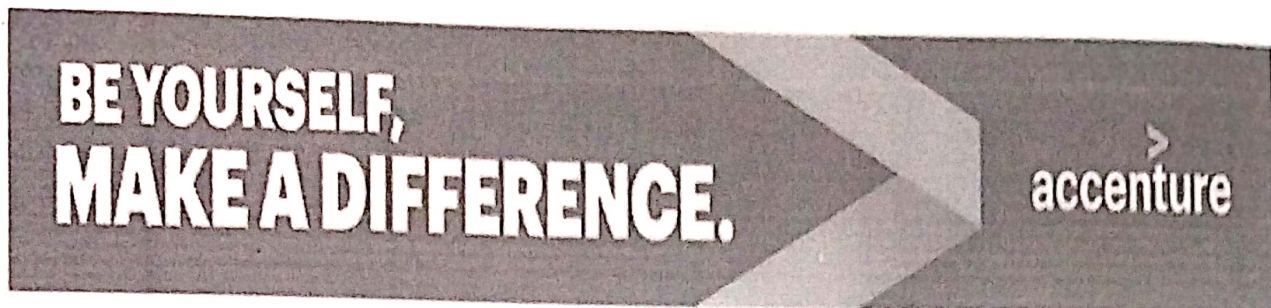
This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** -Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process as well as using any unethical, unauthorized or wrongful/unfair means during any assessments or during the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked with immediate effect.

- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

19ETO22



Strictly Private and Confidential

Date: 07/14/2023

Kumar Shivam

C12100395

Unit-5 Boys Hostel, SMVIT College, Hunasamaranahalli

6299498895

Dear Kumar Shivam,

Based on our recent discussion with you, we are pleased to extend an offer to Join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 11.0 Jul-2023

1

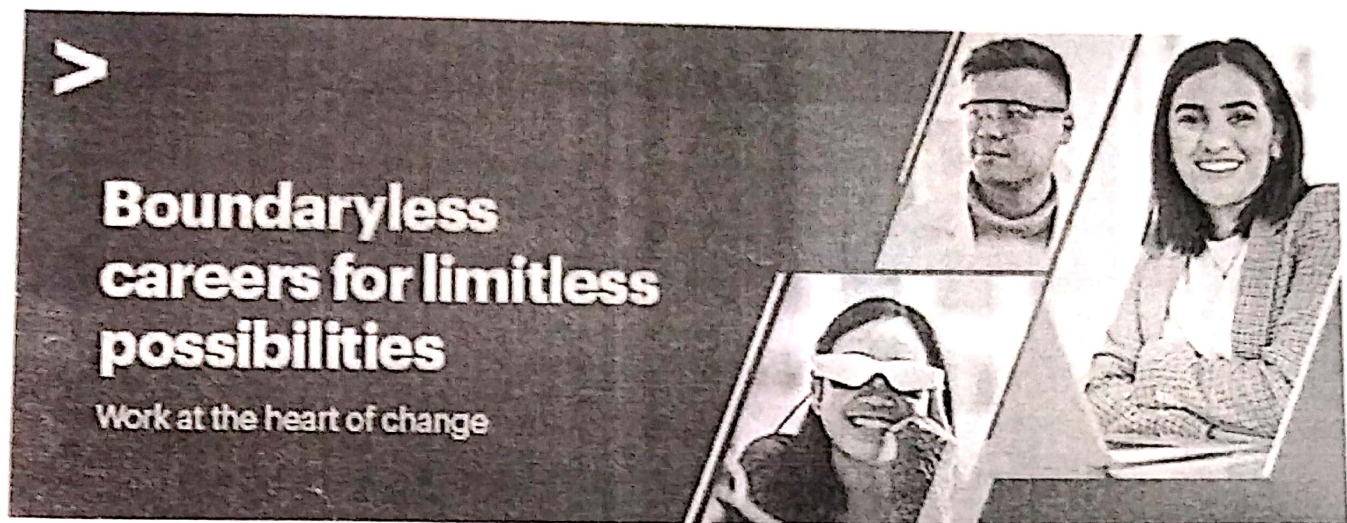
Candidate's Signature \_\_\_\_\_

Reference Id: 7c86e855-3651-4917-a0c5-bda7ed16784c\_1  
Signed By: MAHESH VASUDEO ZURALE



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To,

Name : Mashitha Mandenda Ali

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Mashitha Mandenda Ali,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks** - Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

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- **Information on Accenture's Fundamental Skill Primers - Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.

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- After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment

19 E 1 024

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

Date: 06/13/2023

Mashitha M A

C11997499

#1513, NES Cacheri Road, Suggappa Layout, Yelahanka  
7337783499

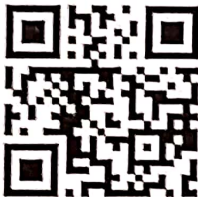
Dear Mashitha M A,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

**Job Profile - Packaged App Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Declaration

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Version 11.0 Jun-2023

1

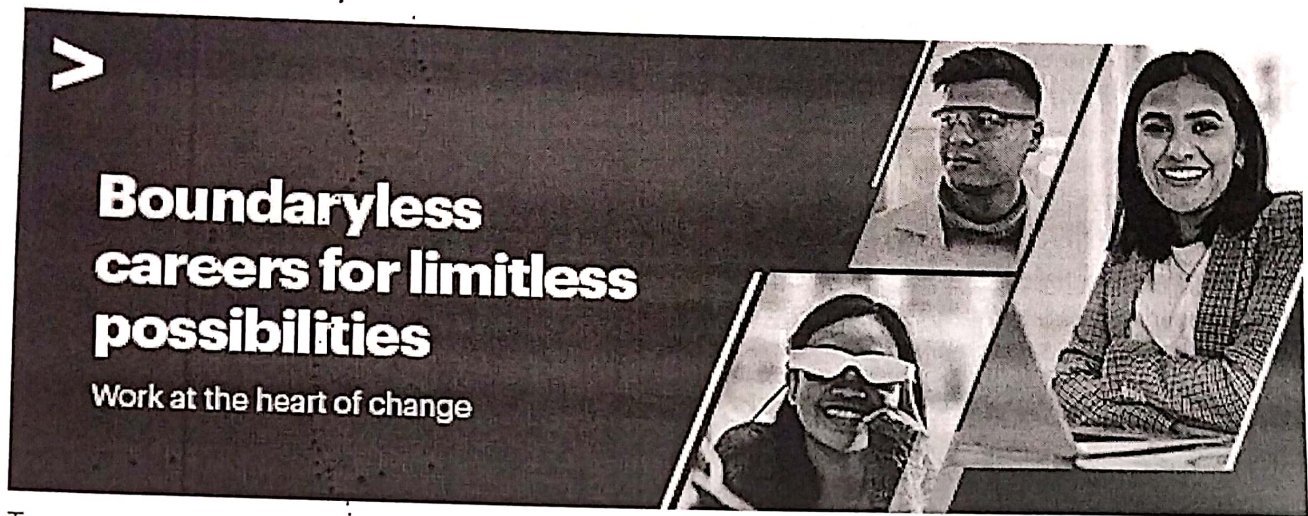
Candidate's Signature \_\_\_\_\_

Reference Id: 33c4aa47-533f-45cd-a9c4-62de20e05eca\_1  
Signed By: MAHESH VASUDEO ZURALE



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To,

Name : Parth Anshul

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Parth Anshul,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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To,

Name : Parth Anshul

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17 April 2023

OL No: ISM1113

Dear Raghavendra T,

We congratulate you on being selected for a 4 months Training & Internship with Immensphere IT Services. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **24 April 2023 to 3 May 2023**

OJT Start Date: **4 May 2023**

OJT End Date: **3 September 2023**

Monthly Stipend: **₹30,250** (refer to annexure for breakup)

Please indicate your acceptance by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to <hr@immensphere.com> within **2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of IMMENSPPHERE IT SERVICES. if we do not receive your acceptance as per the mentioned timeline.**

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with IMMENSPPHERE IT SERVICES, and will report on or before **24 April 2023**.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_





## Letter of Intent (LOI)

Superset ID: 3378747

Date: September 30, 2022

Dear Rahul N,

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("Cognizant") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be Programmer Analyst Trainee. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be INR 4,01,988/- per annum. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

**Code of Conduct** You shall comply with Cognizant's Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

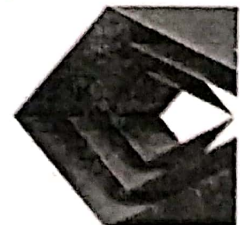
For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2000.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Maya Sreekumar  
Vice President - Human Resources







Date: November 10, 2022

Ref: LTI/HR/EN9/Campus/2023

Name: Ruchitha M Gs Manjunatha

College: Sir M Visvesvaraya Institute of Technology (MVIT)

### LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Ruchitha M Gs Manjunatha,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on being selected as a Graduate Engineer Trainee. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer 'Annexure 1') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be Rs. 25000 pm
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS). Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in 'Annexure-1'. Your appointment is in accordance with the Apprentices Act, 1961
4. Documents - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer 'Annexure-2')
5. Background Verification - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this Graduate Engineer Trainee Offer Letter on the CampBuzz Portal (<https://campbuzz.intinfotech.com>) and register your credentials therein within seven (7) days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within (7) days, the aforesaid offer automatically stands cancelled. Post registration on the above portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> within [7] days from the date of this offer or once your final semester is completed as applicable.



E&C: 04, CSE: 03, E&E: 02, EC Telecom: 01, & ISE: 02.

19670

The list of selected students is attached.

Submitted for your kind perusal please.

With Regards

Yours sincerely

(Prof. S.H.Khan)

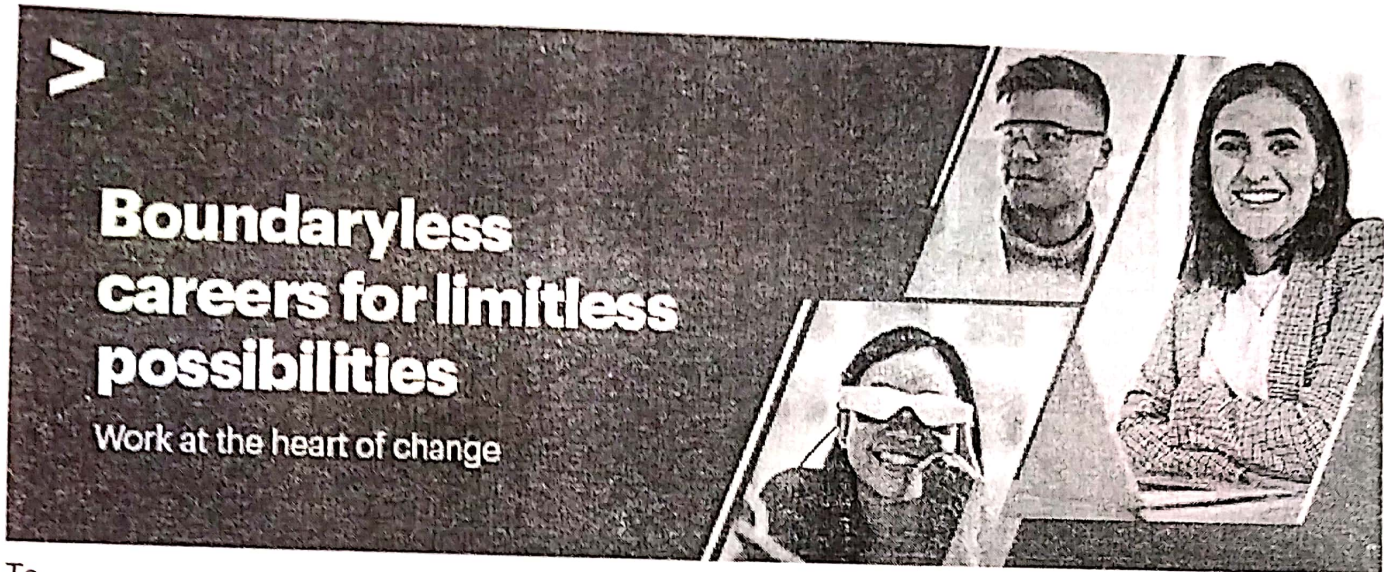
DIRECTOR, (T&P)

Copy to: HOD: (E&C, EC Telecom, E&E, CSE, & ISE): For information & record please.

COPY TO: Secretary (Sri KET): For Kind perusal please.

LIST OF 2023 BATCH STUDENTS SELECTED BY SOCIETE GENERALE GLOBAL		
SL NO	Name Of The Student	Branch
1	Poshitha K J	Electronics and Communication Engineering
2	Himanshu Kumar Gupta	Electronics & Communication
3	Kishlay Annad	Information Science Engineering
4	Bhavana Bhaskar Hegde	Computer Science & Engineering
5	FaisalRahman	Information Science Engineering
6	Ujjwal Kumar	Electronics and Communication Engineering
7	Vivek Kumar Singh	Electronic & Telecom
8	Kunal Tapse	Computer Science & Engineering
9	Zikra Rahman	Electrical and Electronics Engineering
10	Dwarakesh Yerramchelly	Electronics and Communication Engineering
11	Meghana V	Electrical and Electronics Engineering
12	Nishanth R	Computer Science & Engineering





To,

Name : Yakshitha Jagannath K V

Re: Important information post your clearance of the interview process during the Campus Visit

Dear Yakshitha Jagannath K V,

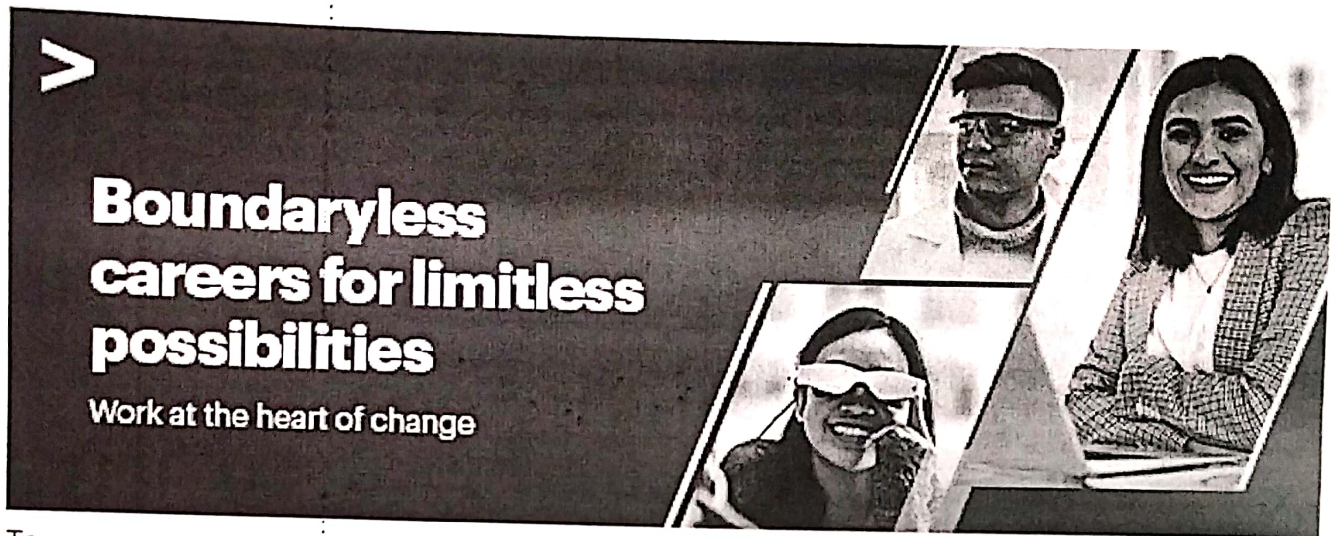
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  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment





To,

Name : Isha Shrivastava

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Isha Shrivastava,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

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