

Training ID : 2325634
Date : 08-Jul-24
Place : CHENNAI

Subject: **Training Enrolment Confirmation**

Dear **Renuka Shankam**,

Congratulations!

We are pleased to inform you that you have been enrolled as a student for a training program currently sponsored by Tech Mahindra Ltd.

Training Program Duration	:	40 Days
Time	:	9 Hours
Location	:	CHENNAI
Proposed Date of commencement of training program	:	08-Jul-24

The Company reserves the right to extend the duration of your training.

Please note that this is not an offer of employment with Tech Mahindra Ltd and the Company is no way responsible for your placement after completion of training program. You shall not be entitled to any benefits, facilities and payment from the Company, during your training period and any extension thereof.

The Company reserves the right to terminate your participation in a training program at any time at the sole discretion of the Company. In case you fail to attend the training for consecutive period of **3 days** and/or fails to successfully complete any certification at any stage of training period, then your participation in the training program stands terminated automatically.

We wish you very best.

Thanking you,
Yours faithfully,
For Tech Mahindra Ltd.



Mukul Sah
Group Head – HR & RMG

Dear **Renuka Shankam,**

Further to your letter of training dated **08-Jul-24** we would like to appraise on the next step.

During the training period you will undergo Process training and (OJT) on the job training which would be in a simulated environment for you wherein you would directly interact with end customers under guidance of trainer/ supervisor and your transactions will be monitored and audited. Based on your OJT performance you will be eligible for Certification as per the agreed parameters with the Client. You need to clear the assessment meeting all the agreed KPIs as confirmed by the client post which you will be certified. Post successful certification, you will be eligible for the employment with Tech Mahindra on fixed term/ permanent basis with the annual salary package as per Annexure – A attached herewith, as per the business requirement and at the sole discretion of the Company.

You will be eligible for the employment subject to completion of your joining formalities by providing below mandatory documents.

- Application Form
- Copy of Aadhaar Card (Complete DOB, **DD-MM-YY**)
- Copy of PAN number
- Copy of your education certificates
- Copy of your experience letter (EID, Start Date & End Date) if any
- 2 passport size photographs

The Company will issue the detailed offer of appointment to you only after completion of the aforesaid requirements by you.

Please confirm through your email reply as understanding and acceptance of compensation and the terms mentioned

Your Sincerely.

For Tech Mahindra Ltd.



Mukul Sah
Group Head – HR & RMG

Annexure A		
Name: Renuka Shankam		
Designation: Associate Customer Support		
Band- U1		
Total Cost to the Company - TCTC (Per Annum)	189,447	
Total Compensation (per Annum)	187,564	
Fixed Salary (per Annum)	187,564	
	Per Month (Rs)	Per Annum (Rs)
(A) Components of Salary		
Basic (20% of Fixed Salary)	3,126	37,513
House Rent Allowance (50% of Basic)	1,563	18,757
Statutory Bonus	625	7,503
Personal Pay	8,861	106,328
WFH Allowance (Internet Allowance)*	600	7,200
Total (A) in Rs.	14,775	177,300
(B) Retirals and Benefits		
Provident Fund (Employer's Contribution @ 12% of Basic Salary)	375	4,502
ESI (Employer's Contribution @ 3.25% of Total A)	480	5,762
Total (B) In Rs	855	10,264
Employee Contribution: (C)		
Provident Fund (Employee's Contribution @12% of Basic Pay)	375	4,502
ESI (Employee's Contribution @ 0.75% of Total A)	111	1,330
Total (C) In Rs	486	5,831
Take Home (A - C)	14,289	171,469
Insurance Premiums (towards GTLI and GPAI)		1,883
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) * WFH allowance (Internet allowance) applicable ONLY for work from home model		
ii) * Performance Incentive would be payable to you from your Go Live date in subsequent month salary as per company Policy.		
iii) Insurance		

a) Group Term Life Insurance Coverage: You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.

b) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.

iv) *Payment of Bonus : The provisions of Payment of Bonus Act, 1965, as amended from time to time are currently applicable to you.

Notes:

a) The Performance Incentive will not be payable if you have resigned and are serving notice period or are not on the company rolls on the date of disbursement.

b) Performance Incentive would be subject to Tax deduction as per Income Tax Act.

c) The Company reserves the right to amend, modify, rescind / reinstate the above mentioned schemes partly or completely at any point of time.

With Best Wishes,

For Tech Mahindra Ltd.



Mukul Sah

Group Head – HR & RMG

Accepted by :

Location :

Date :