



10-Jan-2023

**Candidate ID: 24161630**

**Eldhose Saji**  
**MCA (2 Year) Computer Application**  
**Mar Athanasius College of Engineering, Kothamangalam**

Dear **Eldhose Saji**,

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.

- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion. Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach of incident reported will lead to immediate cancellation of Internship without any notice.
- During the course of your Internship and at all times, you shall be governed by Cognizant's Social Media Policy and shall, refrain from posting malicious, libelous, defamatory, false, obscene, political, anti-social, abusive, and threatening messages/statements or disparaging the Company, clients, associates, competitors, or suppliers or any third parties, irrespective of whether any such statements are likely to cause damage to any such entity or person. Any breach of this section would lead to immediate termination of the Internship and revocation of the Employment Offer/Agreement.
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

This offer from Cognizant shall be active and **valid for only 3 calendar days** and hence you are expected to accept or decline the offer through the company's online portal within the said time-period of 3 calendar days and you will also be required to submit the mandatory documents at least **7 days** before your Internship Onboarding Date as part of your Pre-joining & Background Verification (BGV) process. In case you don't comply to the above timelines, this Offer shall stand withdrawn and will be considered as cancelled. Any official written extension to the offer validity and the above-mentioned timelines will be at the sole discretion of Cognizant.

Below are the **mandatory documents** to be submitted as part of your **Background Verification**:

- Your Pan Card
- Letter of Authorization (LOA) which should be downloaded from the BGV application hand signed with your name and date and reuploaded back to the application

Below are the **mandatory documents** to be submitted as part of your **Pre- joining formalities**:

- 2 Passport sized Photographs preferably with a Grey / White background
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.  
We wish you good luck.

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.,**



Maya Sreekumar  
**Vice President - Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**