



27-Mar-2025

Candidate ID: 35270373

**Vidyarthi Mansi**  
**B.Tech Computer Science**  
**Vellore Institute of Technology - VIT Bhopal**

Dear **Vidyarthi Mansi**,

Further to our Letter of Intent for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category, we are pleased to offer you an internship with us at Cognizant office for **a period of 3 to 6 months**. Your internship on-boarding will be scheduled based on your availability factoring your college exam schedule availability of your Provisional Certificate and our business requirements.

During this period, you will be provided with a stipend of **INR 12,000/-** equated to the planned duration of the Internship curriculum and will be paid monthly based on your attendance, subject to eligibility for the monthly payroll processing for a given month, except for the last month's stipend, which will be paid upon successful completion of the learning curriculum.

Though Cognizant Internship is a skilling program aimed at enhancing technical acumen, 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 may form a critical part of your eligibility for employment with Cognizant if an opportunity arises in future.

You will be provided a learning curriculum as per the skill track assigned to you. The learning design would expect you to drive your learning through hands on exercise and project work. There will also be series of webinars, quizzes, Subject Matter Expertise (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 performance during the Internship or non-completion of the Internship, no Internship Completion Certificate shall be issued by Cognizant. Cognizant reserves rights at its sole discretion to revoke its Letter of Intent.

#### **Section A: Terms and Conditions:**

1. 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 Internship Offer would be cancelled if the mandatory requirement of minimum 85% attendance at office is not met in a month.
2. 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 the internship would be cancelled if leaves are availed without prior approvals.
3. 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 cancelled.

4. 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 cancelled.
5. 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.
6. There would be zero tolerance to plagiarisms and misconduct during the internship. Adherence to Cognizant Internship policies and guidelines is mandatory and any breach or incident reported will lead to immediate cancellation of Internship without any notice. You would be required to complete Cognizant mandatory trainings such as Code of Conduct and Acceptable Use Policy (AUP) within the given timelines.
7. 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 cancellation of the Internship.
8. 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.
9. It is hereby clarified that participation in this Internship shall not constitute you to be an employee of Cognizant nor obligates Cognizant for any purpose whatsoever. The scope of this Internship does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this document.
10. Cognizant holds all rights to cancel this Internship Offer owing to any reason at any point in time during your Internship, including due to non-conformance of performance benchmark or moral code of conduct or in case of you failing to participate in the Internship within the given date/timeline or for such other any reasons upon providing written communication of the same to you. Upon such cancellation of this Internship Offer, your access and participation in the Internship shall stand cancelled.
11. 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.
12. After successful completion of your internship if there is a business demand which expects you to get enabled on a different skill, you would be onboarded as full-time employee (FTE) and deployed into another formal training based on business demand to a specific skill track which will be used as basis towards your allocation to projects/roles. Successful completion of this training is mandatory to continue as an FTE with Cognizant.
13. 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 or if the background verification checks reveal unfavorable results at any time, 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.
14. For avoidance of doubt, it is herewith stated that the Internship shall stand cancelled on the below scenarios as well:

- a. In the event of you accepting this Internship Offer but not joining into the Internship on the specified date and at the specified location of on-boarding.
- b. In the event of you not accepting this Internship Offer or failing to communicate acceptance within 3 calendar days as stated above, the opportunity to do internship will be cancelled.
- c. For such other operational, regulatory reasons including breach of terms herein.

Thereupon, your access shall also stand revoked, and Cognizant shall not be obligated to extend nor be liable for any claims due to cancellation of this Internship Offer.

On any of the above-mentioned scenarios (**Refer to Section A: Terms and Conditions**), if your Internship Offer has been cancelled then your Letter of Intent would also be revoked 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 re-uploaded 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 White background
- Personal individual bank account from a nationalized bank for processing stipend

In case of additional queries or concerns, you can raise a query at

<https://campus2cognizant.cognizant.com>

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:**