



## Letter of Intent (LOI)

Superset ID: 5855776

Date: April 02, 2025

Dear Jyoti Ranjan Jena,

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

1. 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 **GenC** role, and your designation will be **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 full-time internship, if offered to you, and background verification.

2. If full-time internship is offered to you,

a) You will have an opportunity to do a full-time Internship where you would be deployed into a formal training to a business specific skill track, and it will be used as basis towards your allocation to projects/roles and terms and conditions governing such training program shall be detailed in that Offer Letter.

b) It is hereby clarified that participation in this full-time Internship program shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time Internship program 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.

c) Cognizant shall carry no worker's compensation insurance or any health or accident insurance under this full-time internship program and not be liable to pay any contributions to applicable statutory payments such as workmen compensation, provident fund nor shall provide any other contribution or benefits which might be expected in an employer-employee relationship.

d) Cognizant will not encourage any claim with regard to compensation or other statutory payments under this LOI and it is here by clarified that participation in this full-time internship program shall not entitle you for any benefits paid or made available to that of Cognizant employees.

3. Upon successful completion of full-time Internship program and on completion of background verification, you would be onboarded as a full-time employee under a definitive Employment Agreement, as per business needs.

4. If direct full-time employment is offered to you upon your successful completion of background verification, you would be onboarded as a full-time employee under a definitive Employment Agreement, where you should successfully complete the Cognizant identified training program / on the job training. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to terminate full-time employment.

5. Upon successful completion of full-time internship and joining as full-time employee, or directly joining as full-time employee, your annual total remuneration (ATR) shall be **INR 2,80,000/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

*Note: The breakdown of earning components may not add up to the exact ATR value, and there could be a difference of plus or minus INR 6 due to rounding off the components.*

6. 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 Internship Offer Letter, 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>

7. This LOI from Cognizant is valid for **7 calendar days**, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 7 calendar days 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.

8. 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 in the next few weeks 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**





April 01, 2025

Dear **Jyoti Ranjan Jena**,

Congratulations! We are pleased to inform you that you have successfully cleared the interview process for the position of **Scholar Trainee - Work Integrated Learning Program**, which will be in Career Band **WASE/WIMS** of the organization. As we are excited about the prospect of you joining Wipro, we are happy to extend to you this Letter of Intent (LOI).

Please review the details outlined in the LOI. As part of our onboarding process, you will be required to undergo a Pre-Skilling Training program. Please note that only upon successful completion of this training will you receive a formal enrolment letter and your official date of onboarding.

Please find your detailed Stipend structure below. This will be updated in your formal enrolment letter. Please note that you will not be entitled to any compensation during Pre-Skilling Training. You will start receiving compensation only after you are onboarded and employed with Wipro.

Period	Scholarship	ESI	Consolidated Scholarship* (INR Per Month)
First Year	15,000	488	15,488/-(*)
Second Year	17,000	553	17,553/-(*)
Third Year	19,000	618	19,618/-(*)
Fourth Year	23,000	0	23,000/-(*)

(\*) You shall be responsible for payment of all statutory contributions, taxes, dues, and levies as required under relevant laws, including contributions under the Employees' State Insurance Corporation Act ( **at 0.75% of your Scholarship**) ) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

You are entitled for a Joining Bonus of INR 75,000\*.

Please note: (\*) You are liable to payback joining bonus on pro-rata basis if you decide to leave the organization within 60 months period.

It's very important that you are aware of the following guidelines as you embark on this training:

- You need to have a **working laptop with proper internet connectivity**.
- **Overall attendance of 90% is mandatory** for this virtual training.
- Any absence of 2 or more days from scheduled training sessions without formal notification to your trainer and their acknowledgment will be considered as your abandonment of the program

Upon successful completion of the Pre-Skilling Training Program, you will receive a formal enrolment letter outlining the terms of your employment, including your base salary, benefits, and the official date of onboarding.

We are confident that this training will equip you with the essential skills and knowledge needed to excel in your role at Wipro. Should you have any questions or queries, please contact us at [nga.coach.ext@wipro.com](mailto:nga.coach.ext@wipro.com) or [manager.campus@wipro.com](mailto:manager.campus@wipro.com).

Yours sincerely,

For Wipro Limited,

A handwritten signature in black ink, appearing to read 'Sandesh Kumar', written in a cursive style.

**Sandesh Kumar**

**General Manager & Head, NextGen Talent**