

## LETTER OF INTENT - HCL TSS TRAINING PROGRAM

Date: July 25, 2021

### ADMISSION TO HCL TSS TRAINING PROGRAM

REFERENCE ID- HCL/ECP/TSS-TS/0721/120

ADDRESS: Gajala nagar, Hyd road, siddepet Siddipet, 502103.

Dear Bejagama Chandana,

HCL Training & Staffing Services Private Limited (HCL TSS/ Company), is pleased to offer you an admission into Techbee-IT 12 months Training Program commencing tentatively on **July 30, 2021 at the nearest HCL office or in Virtual mode.**

The 12 months training program comprises of Class Room Training that involves job-readiness skills training. Owing to the current circumstances, training may be imparted through online mode or physical mode as per the conditions or Government guidelines.

Enrolment to the Training Program is subject to the terms and condition as laid down below:

- a) The program fee of **INR 2,36,000/- (Program fee Rs. 2,00,000/- + Rs. 36,000/- tax)** needs to be deposited prior to the commencement of the training program, below is the break up and modes of payment available for the same:
- Self-funding payments / Initial Payments / Caution Deposits are to be deposited into the bank account whose details are mentioned in Annexure 1

Fee Details	Initial Payment/Caution Deposit (INR)	Final payment /Loan amount(INR)	Timeline
1. <u>Self-Payment mode</u>	NA	2,36,000/-	Before commencement of Training
2. <u>Bank Loan mode I</u> (Candidate uses own IT Assets for Training)	NA	2,36,000/-	In case of Bank Loan, confirmation of Loan application should be received by HCL TSS from Bank before commencement of Training
3. <u>Bank Loan mode II</u> (Candidate issued IT Assets for Training with initial payment – Non-refundable)	30,000/-	2,06,000/-	In case of Bank Loan, confirmation of Loan application should be received by HCL TSS from Bank before commencement of Training
4. <u>Bank Loan mode III</u>	30,000/-	2,36,000/-	In case of Bank Loan, confirmation of Loan application should be received

B. Chandana

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HCL TRAINING & STAFFING SERVICES PVT. LTD.  
Registered Office: 806, Siddharth, 96 Nehru Place, New Delhi-110019, INDIA  
[www.hdtss.com](http://www.hdtss.com)

(Candidate issued IT Assets for Training with refundable Caution deposit)			by HCL TSS from Bank before commencement of Training. Caution deposit would be refunded post completion of training and submission of IT Assets
(inclusive of all currently applicable taxes)			

- b) Submission and verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

Please note that this admission offer is provisional and subject to payment of full Training Program fee, verification of your academic and professional documents and authentication of the accuracy and correctness of information provided by you in your application form. This letter supersedes all past communications on this subject.

You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' and emailing it to us at [techbee-tn@hcl.com](mailto:techbee-tn@hcl.com) within **3 working days** of the receipt of this letter/communication.

For further clarifications kindly visit [www.hcltechbee.com](http://www.hcltechbee.com).

The detailed terms and condition of admission to this Training Program is outlined in **Annexure 1**.

Welcome to HCL TSS!

With Best Wishes

B. Chandana

Srimathi Shivashankar  
Program Director

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## **Annexure I**

The details of this Admission Offer are as given below:

### **1. Program Name, Location and Batch**

- a) You are offered admission to the HCL TSS Training Program.
- b) The program is being offered **at the nearest HCL office or in Virtual mode**. Owing to the current circumstances the programme would be conducted in Online mode, though you may be required to report to the Training Centre as and when required by the Company.

### **2. Training Program Structure, Curriculum**

- a) The program is an employment readiness program consisting of classroom sessions, practice labs, online learning, assignments, projects, assessments and incidental training components.
- b) The program is an intensive one and would require you to adhere to training schedules on a regular basis. You are expected to adhere to training timings of HCL TSS.
- c) The curriculum of the program shall include, but is not limited to, content and activities designed to develop technical, professional and communication skills relevant for entry level roles
- d) These skills shall be delivered through various methods including classroom sessions, field work, practice labs, e-learning, assignments, projects and assessments.

### **3. Program Completion Criteria**

To successfully complete the program, the following criteria must be met:

- a) Maintain full attendance for all training components during the entire duration of the program; exceptions to this requirement will be made solely at the discretion of the Company and only in cases of illness and/or emergencies.
- b) Complete and submit all coursework, assignments and projects on time with strict adherence to quality standards as defined by HCL TSS.
- c) Must strictly adhere to the Code of Business Ethics and Professional Conduct as prescribed by the company.
- d) Attain a passing grade in all exams & assessments as per the criteria defined by the Company during the Classroom Training and Professional Practise Term.
- e) Detailed success criteria of each element of the program will be shared with the candidate at the induction session on joining the program. Passing criterion is defined by the Company and is subject to change from time to time at the sole discretion of the Company.
- f) On successful completion of the Training Program, an internal Certification of Program Completion will be provided to the Candidate.

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In case a candidate is unable to complete the program successfully due to non-compliance to any of the above mentioned program completion criteria (**points a to f**) above he/she is liable to be released from the program.

#### 4. Training Program Fees, Payment schedule and Payment process

Fee Details	Initial Payment/Caution Deposit (INR)	Final payment /Loan amount(INR)	Timeline
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<b>4. Bank Loan mode III</b> (Candidate issued IT Assets for Training with refundable Caution deposit)	30,000/-	2,36,000/-	In case of Bank Loan, confirmation of Loan application should be received by HCL TSS from Bank before commencement of Training. Caution deposit would be refunded post completion of training and submission of IT Assets

(inclusive of all currently applicable taxes)

Admission is offered on a first come first served basis. You are requested to confirm acceptance of this offer by completing the enclosed 'Acceptance Note' format and emailing it to us at [techbee-tn@hcl.com](mailto:techbee-tn@hcl.com) within 3 working days of the receipt of this communication.

The fee can be paid through Demand Draft Payable in the name of "**HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**" Payable at **Hyderabad** or NEFT Transfer to Axis Bank branch as per the detailed given below

a) **NEFT Transfer:** to the credit of **Hyderabad**

Account no. – 915020029984575

Bank Name – **AXIS BANK LTD**

IFSC Code – UTIB0001788

Mention in remarks - Provisional Offer Letter Reference ID

HCL/ECP/TSS-  
TS/0721/120

b) **Demand Draft:** in favour of **HCL TRAINING AND STAFFING SERVICES PRIVATE LIMITED**, payable at **Hyderabad**.

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You can call the HCL TSS recruitment counsellor @ 9553348596 / 7674007616 for any other additional information that you or your parents may require about HCL.

You can reach us at @ 9553348596 / 7674007616.

#### **5. Fees Waiver**

- a. 100% program fee waiver (excluding Taxes) - if your overall score is 90% and above in your 12-month training period based on the scholarship terms and conditions.
- b. 50% fee waiver (excluding Taxes) - if your overall score is between 85-89.99% during the 12-month training period based on the scholarship terms and conditions.
- c. In case of Self Paid Mode the Fees will be refunded to the scholar as per the above criteria
- d. In case of Bank Loan, the amount will be paid to the bank as per the above criteria

#### **6. Documentation Validation and Admission Confirmation**

You have been found eligible for enrolling under this program, based on the information provided by you, your scores in our admission test and personal discussions with you as part of our admission process.

The offer is provisional and subject to verification of your academic & professional documents and authentication of the accuracy and correctness of information provided by you in your application form.

**Please ensure that you share the following documents and submit the same later (Self-attested photocopies for submission)**

- ✓ Signed Copy of the Offer Letter, Acceptance Letter and the Declaration Form (all pages)
- ✓ Bank Loan Sanction letter / NEFT advice
- ✓ Class X Mark Sheet & Passing Certificate
- ✓ Class XII Mark Sheet & Passing Certificate
- ✓ Birth Certificate/ 10th Certificate
- ✓ Govt. Photo ID Proof (PAN CARD/Voter ID/Driving License/ Passport)
- ✓ Aadhar Card
- ✓ Passport Size Photographs of Self
- ✓ Latest CV with embedded passport-size photograph

#### **7. Employment Opportunities after successful Program completion**

The Company understands the requirement of enriching you with relevant experience and amass greater skill & knowledge, the benefit of which can be used in your future employment, in India or anywhere across globe.

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In this regard, the Company, after successful completion of the classroom training program, will afford you with an opportunity to enrol yourself for with one of our preferred partner named HCL Technologies Ltd. ("HCLT") for "*hands on Specialized Training*" program for a period of 6 months, which will be governed by HCLT's terms and conditions. HCLT is a leading IT company which provides various services such as software-led IT Solutions, Remote infrastructure management, Research and development, and Business Process outsourcing (BPO) services worldwide.

The said "*hands on Specialized Training*" will be imparted by HCLT on "No Charge" basis, wherein you will not be charged any fees/consideration. HCLT at its own expenditure and cost will make all the arrangements for the said training and will reimburse an amount of INR 10000/- per month during the training towards your out of pocket expenses. The training will aim at your holistic development and multi-dimensional professional growth with the objective of enhancing your career prospects with complete focus on development of overall personality, productivity and competence.

On successful completion of the said "*hands on Specialized Training*", you will be afforded an opportunity to join HCLT or any of its group companies as Analyst/Software Engineer, with a starting CTC of INR 2.2 lacs per annum, including salary and all benefits.

## **8. Medical and Life Insurance Coverage**

The selected Candidates would be automatically covered under a Hospitalization Insurance, Term Life Insurance and Personal Accident Insurance Policies which will be valid for the duration of their program. Benefits are provided as per the prescribed guidelines of the Company.

## **9. Cancellation and Withdrawal of Admission, Voluntary withdrawal by Candidates**

a. The Company reserves the right to cancel and/or withdraw the admission offer to a candidate at any stage during the Program under any one or more of the following conditions:

- If the candidate is found to have misrepresented information pertaining to the admission criteria such as marks, qualifications, degrees, work experience, certifications including, but not limited to, documents provided and the application form.
- If the candidate fails to pay the Program fees as per the timelines defined in point 4 above.
- If the candidate is found to have committed an act of indiscipline, misbehaviour and non-compliance with the rules of the Company.
- If the candidate fails, at any stage to fulfil the success criteria for the program as detailed in point 3 above.

b. The candidate may withdraw from the program voluntarily at any time during the course of the program by providing a written request to the Company.

c. In all cases, whether the cancellation is initiated by the Company for reasons stated above or by the candidate voluntarily, the Company clarifies that the standard refund guidelines shall be applicable.

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**ACCEPTANCE NOTE**

I hereby accept the offer of admission to the Training Program, as detailed in the Admission Offer Letter dated offered by HCL Training & Staffing Services Private Limited with

Reference Number : \_\_\_\_\_

Signature B. Chandana

Name of the Candidate Chandana Bejagama

Name of the parent(s) Late Bejagama Lingamurthi | Bejagama - Madhavi

Permanent Address H.No:- 19-5613/E, Near Bus Dipo,  
Gajala Nagar, Siddipet

Email ID: Chandana.bejagama@gmail.com

Land Phone: \_\_\_\_\_

Mobile: 8096631251

**Payment Details**

Sno.	Demand Draft / NEFT Transfer	Bank Name/ Location	Receipt/ Transaction Number	Date	Amount
	NEFT	Bandhan Bank, Vaniesthal Pham	CBBLH 21207037524	26/07/2011	3000/-
		Hyd Bank			
				Total	3000/-

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## DECLARATION

I, Chandana Bejagama, do hereby, on my own volition, state that I have understood the contents hereof and further declare that I meet the criteria prescribed, for being a part of the HCL TSS Training program, offered by HCL Training & Staffing Services Pvt. Ltd. (hereinafter referred as "Company"), declare and affirm as under:

1. That I have gone through the Offer of Admission along with the terms and conditions, governing this Program, and have understood the contents thereof. I undertake to comply with all the terms and conditions, diligently, shared by the Company from time to time.
2. I understand that I have been offered admission on the basis that the particulars furnished by me in my application, resume or any other document, relating to my qualification/ marks obtained, are factually correct. If, at any time, before or after the start/commencement of the Program, it transpires/ comes to the notice or brought to the knowledge of Company that I/undersigned have made a false/incorrect statement or have not disclosed a material fact or have suppressed some facts, sought from undersigned, which persuaded the authority to admit me for the program, my admission shall be rendered illegal and will be liable to be cancelled forthwith, without seeking any explanation or clarification. I also understand that in such an event, the full fee deposited by me will be forfeited and may not be refunded and I will not be considered for any certifications provided by the Company.
3. I understand that my personal data may be shared by the Company with financing agencies in case I opt to apply for the financial assistance.
4. I understand that the training fee for 12 months Training is INR 2,36,000/- (Program fee Rs. 2,00,000/- + Rs. 36,000/- tax)
5. I understand that it is a 12-month long program. Owing to the current circumstances training may be imparted through online mode or physical mode as per the conditions.
6. I understand that I can decide to arrange the IT Assets required and use the same for the Training Program. In such case, a laptop /desktop with 8 GB RAM, HDD (Hard disk Drive) of 320 or 500 GB, i5 or i7 Processor loaded with Company prescribed Software and Anti-virus requirements, a webcam and data card/Internet connection with 4 MBPS speed are essential prerequisites for undertaking the program.
7. I understand that if I decide and confirm, then IT assets including a laptop, laptop bag, headphones and data card would be provided by the Company to enable seamless training and completion of the training programme and I will be responsible for proper usage of these Assets.
8. I shall ensure and that the Assets are not misused. In case I am found to be misusing the Assets or any illegal activity is done using the Asset HCL may take appropriate action against me and I shall indemnify HCL for any damages that incur out of my such wrongful/ illegal usage of the Assets.
9. I understand that I will have full responsibility for maintaining and safeguarding the Asset and in case of damage to the Assets, the complete repair cost shall be borne by me.
10. I understand that in case Assets are lost or stolen, I shall be obligated to inform the HR and file First Information Report (FIR) and Non traceable report (NTR) within 2 days of incident of lost or

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theft and submit a copy of the same to the HR. All applicable cost (if any) incurred in this process would be borne by me.

11. I agree to surrender the issued Asset to HCL TSS on completion of Training or at the time of exit (if applicable), or as intimated. I understand that in case I fail to return the Assets due to any reason then I shall be liable to pay two (2) times the cost of Assets as recovery amount failing which HCL may take appropriate action as it deems fit including putting my certification on hold and can further also initiate legal action against me or parent / guardian.
12. I also undertake to follow the Infosec compliance as per the company policy.
13. I understand and agree that decision on allocation of specialization tracks will be the sole prerogative of the Company.
14. I am expected to clear the final examination and to meet all the set performance evaluation criteria, as may be prescribed by the Company from time to time, before I could be declared successful candidate from the HCL TSS Training Program. I hereby agree and understand that if I don't clear either the final examination or the evaluation criteria, I will be declared unsuccessful in the Program. I further understand that the fee deposited by me may stand forfeited automatically and I will not be considered for any certifications to be provided by the Company.
15. I understand and agree that in case I decide to leave the program in the midst of the academic session of the HCL TSS Training Program, the fee deposited by me may be forfeited and I will not be considered for any certifications provided by the Company.
16. I understand and agree that my admission to the program shall come to an end automatically and with immediate effect, without any prior notice in case I am found to have indulged in activities including but not limited to dishonesty, disobedience, insubordination, revealing confidential material to any other party, misconduct or any form of indiscipline or non-adherence. I am aware that in case my admission gets annulled due to said reasons, the full fee deposited will be forfeited and would not be refunded and I will not be considered for any certification from HCL.
17. I understand that my admission to the Program can be cancelled/terminated in case of short attendance, on account of having played truant, and on disciplinary issues.
18. I understand that in case I voluntarily exit the program I shall not be liable for any refund of the fee paid or certification. An exceptional case would be when such voluntary exit is on medical grounds wherein the fee deposited by me would be refunded but I will not be considered for any certifications provided by the Company. I understand that my exit on medical ground will be considered when the said medical condition is such that it is impossible for me to continue with the training and I am able to produce sufficient medical documents to satisfy HCL of the same.
19. I undertake that in case of my voluntary exit due to any reason except on medical ground as stated above, I and my parent / legal guardian would be solely responsible for closure of the loan account along with the interest accrued with the Financial institution/Bank who had granted the amount for the purpose of the Training. I further undertake that HCL would have no role or liability in the same.

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20. I understand that HCL endeavours to encourage employees to acquire higher knowledge and professional qualifications for self-development by providing continuing education, spread over 3-6/ 4-8 years as work integrated learning, thereby helping the employee to manage education and professional priorities. There will be full/ partial funding from HCL depending on the University enrolled in.
21. I agree that I will enrol in HCL Empanelled University for my Bachelor's degree. I also understand that post successful completion of Bachelor's Degree, I may opt for Master's Program.
22. I understand that any of the terms and conditions stated above might change depending on the business requirements.

I make the aforesaid declarations solemnly and sincerely believing the same are true and correct to the best of my knowledge and belief.

Name Chandana Bejagama Signature B.chandana Date \_\_\_\_\_

Permanent Address H.NO:-19-56/31E Gajala Nagar, Siddipet

Email ID: Chandana.bejagama@gmail.com

Phone No.: (Landline) \_\_\_\_\_ (Mobile) 8096631251

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## AXIS BANK LTD

Account Type	:Savings Account	Branch Code	:1797
Account Number	:921010033247545	Branch Name	:SIIDDIPETA
Customer Id	:907895986	Branch Address	:H.NO.3-4-59 NEW NO 3-4-143 SAJIDPURA HYDERABAD - 502103.
Customer Name	:BEJAGAMA CHANDANA U/G BEJAGAMA MADHAVI		
Joint Holder 1	:MRS BEJAGAMA MADHAVI		
Joint Holder 2	:		
A/c Open Date	:14-08-2021		
Address	:#19 -56 / 3 / E NEAR BUS DIPO GAJALA NAGAR VTC SIIDDIPES PO SIIDDIPET DISTRICT MEDAKNEAR BUS DIPO SIIDDIPET - 502103.	Tel No (Branch)	:08457-231021/231022
Mob No	:+91(0)8096631251	Swift Code	:AXISINBB292
Res Tel No	:	MICR Code	:502211202
Nomination	:Registered	IFSC Code	:UTIB0001797
Nomination Name	:BEJAGAMA LINGAMURTHI	PPO Number	:
Branch Timings	:09:30 AM to 03:30 PM(Working Days)	Phone Banking	:18604195555/18605005555

Deposit Insurance and Credit Guarantee Corporation (DICGC) insurance cover is applicable in all Banks' deposits, such as savings, current, fixed, recurring etc\* up to maximum amount of Rs 5 Lakh including principal & interest both.