

## Annexure

ILP aims at inculcating programming rigor and process mind-set and focuses on self-learning to make you a work-place learner.

We would like you to do some preparation in advance so that you become equipped to meet the expectations and challenges of ILP. The following lectures from

<http://ocw.mit.edu/OcwWeb/Electrical-Engineering-and-Computer-Science/6-001Spring-2005/LectureNotes/index.htm> are recommended for this preparation.

Lecture#	Topics
L1	Introduction to Computation
L2	Scheme Basics
L3	Procedures, Processes and Recursion
L4	Orders of Growth and Kind of Procedures
L5	Data Abstractions
L7	Good Programming Practices
L16	Object Oriented Programming I
L17	Object Oriented Programming II
L18	Object Oriented Programming III

The book “[How to Design Programs](#) - An Introduction to Computing and Programming” by **Matthias Felleisen, Robert Bruce Findler, Matthew Flatt, Shriram Krishnamurthi**; MIT Press, may be used as an additional reference.

You are also expected to have knowledge of Basic Computer Hardware Components. The following are some references that would help you in acquiring this awareness.

- <http://www.clevelandstatecc.edu/Courses/dyates/cis1110/concepts.ppt#256,1,Slide%201>
- <http://www.grassrootsdesign.com/intro/hardware.php>
- [http://elearning.nic.in/training-section/government-trainings/upgraded-material/computer\\_basics\\_version2.ppt/view?searchterm=kak](http://elearning.nic.in/training-section/government-trainings/upgraded-material/computer_basics_version2.ppt/view?searchterm=kak)
- Structured Computer Organisation (2nd Edition)  
- A. S. Tannenbaum (Chapters 1, 2, 4, 5, 6)

Please note that this pre-ILP preparation is essential for you to cope up with the pace and rigour at ILP and get the maximum advantage of your initial learning days.

We would conduct a Pre-test as soon as you join ILP to assess your level of preparation. The score of this Pre-test would also form a part of your overall ILP Score.

We would be posting more details to you by mail and hence request you to keep checking your mails frequently. If you do not receive any e-mail communication on pre-ILP learning from us within 10 days of receiving this letter, you may please write to us at [ilp.feedback@tcs.com](mailto:ilp.feedback@tcs.com) with the

subject line as “*Pre-ILP Engagement Mail Not Received*”. You may mention your name, ILP date of joining and ILP Location in the body of the mail.

## **Documents**

On the date of joining, you are compulsorily required to bring the following documents:

### **I. Academic Records**

- a) Matriculation and Inter/Higher Secondary marksheets.
- b) All semester marksheets for post graduation, graduation and diplomas. If the final semester marksheet is yet to be issued by the university/institute, you are required to submit the same before the completion of the ILP.
- c) Degree certificate/provisional certificate for post-graduation, graduation and diplomas. If the same is awaited from the university/institute, you are required to produce the ‘Course Completion Certificate’ issued by your institute head or director, which is only a temporary arrangement.

### **II. Other Relevant Documents/Requirements**

- a) Birth certificate issued by the concerned government authorities.
- b) **Note:** The class X and/or XII marksheets or certificates from the hospital/community and nativity certificate will not suffice. In case you do not possess a birth certificate containing your name, date of birth and place of birth, you are needed to obtain an affidavit signed by a notary with these details. Since this is a temporary arrangement, you will be required to furnish the birth certificate before the completion of the ILP.
- c) A valid passport (if any)
- d) Offer letter and joining letter
- e) 12 passport size photographs
- f) Date of birth and other details of the person you would like to nominate for Gratuity, Superannuation, Provident Fund and Health Insurance Scheme
- g) Permanent Account Number (PAN) Card copy
- h) Medical Certificate

**Note:** The originals of these documents along with one set of attested photocopy needs to be provided on joining for ILP. No provision for attestation would be provided at the joining place. The original documents stated above will be returned to you after scrutiny. You should have completed all course formalities, including project work and viva from your respective institute before you report for the ILP. No leave is permissible during the ILP.

### **III. Service Agreement (Refer Page #7 to 11)**

Only one Surety is required to complete the formalities in your Service Agreement. The Service Agreement (enclosed) needs to be duly completed, bearing your Surety’s signature on the bottom part of all pages and at the designated places on the last page. A Surety can be a person who is an income tax payee or who possesses land property.

- Please print or type the first page of the Service Agreement on a 100 Rs. stamp paper and attach the same to the remaining pages of the service agreement as given, on plain paper. If 100 Rs. stamp paper is not available, please use two 50 Rs. stamp papers. The stamp paper should be purchased in your name.
- The Service Agreement needs to be duly completed, bearing your Surety's signature on all pages (that is. At the bottom of the pages) and at the designated places on the last page. A surety can be a person who is an Income Tax payee or who possesses landed property. Clause No. 3 in the second page needs to be filled only if you are submitting a Fixed Deposit Receipt of Rs. 50,000/- to TCS.
- At the beginning of your agreement, the agreement made date should be mentioned as your ILP start date. In the second page, duration of your training should be mentioned as 'Twelve months' and minimum period of service should be mentioned as 'Two years'.

You are required to produce the following documents of Surety's as an annexure to the Service Agreement. Only attested copies would be accepted.

- Photocopy of Pan Card along with IT Returns/Saral /Form 2D/ Form 16/ Form 12B

**OR**

- Original/attested photocopy of the Land Deed or Land Passbook (for those having agriculture as occupation) along with a recent valuation certificate of the property (in English only) from the competent authority, duly signed and sealed. The present market estimate of the property should not be less than Rs.50,000.

### **Surety Verification (Refer Page #12)**

Surety Verification form (enclosed) must be completed by your Surety, attested by a competent authority, and submitted along with your Service Agreement. You may get the completed form attested by any one of the following officials:

- Manager of a nationalised bank where the Surety holds an account
- District collector of the district in which the Surety resides
- Gazetted officer
- Tehsildar of the village in which the Surety resides
- Employer of the Surety, if the Surety is an income tax payee. In this case, attach a photocopy of Form 16, which has been issued to the Surety and signed by the Employer

Alternatively, (instead of the Surety Verification Form) you may attach an attested photocopy of the Surety's valid passport, to the Service Agreement.

**Note:** Ensure that the signatures of the Surety affixed on the Service Agreement, Surety Verification form, Passport and other supporting documents (IT returns/PAN card) match.

Alternatively, in lieu of the Surety you may bring a fixed deposit taken in either of the following formats:

- Joint account between Tata Consultancy Services Ltd and you
- OR**
- In your name either assigned to Tata Consultancy Services Ltd or Lien noted in favor of Tata Consultancy Services Limited

The submission of these documents and your fulfilment of all requirements stated therein are absolute pre-requisites on joining TCS, as well as to continued services in the company thereafter.

### **Medical Certificate (Refer Page # 13)**

You are required to submit a medical certificate (in a format prescribed by TCS) which needs to be verified by a registered medical practitioner with minimum qualification as M.B.B.S. You need to submit the certificate to the induction team at the time of your joining ILP.

### **Affidavit/Notarized Undertaking**

- **There is no criminal offense registered / pending against you.**
  - **There is no disciplinary case pending against you in the university.**
  - **If you were employed, a formal release letter from your previous employer.**
- The detailed undertaking is required to be printed on a Rs. 100 stamp paper and needs to be notarized.

**The detailed undertaking will be shared with you at the time of joining ILP.**

### **Dress Code**

We follow a formal dress code on all business occasions but allow business casuals for Friday and Saturday. Gents may wear full sleeved formal shirts, trousers, tie and black leather shoes. Ladies may wear salwar kameez, formal trouser and top or Sari.

**Acceptance of Joining (Refer Page #6)**

We would like you to confirm your acceptance of joining this batch within **seven days** by sending the enclosed acceptance letter, quoting the batch date by submitting the letter of acceptance at the time of joining ILP.

In the event of us not receiving your confirmation on the same, please be informed that TCS reserves the right to withdraw the offer.

**Contact Us**

You may contact us on the toll-free number (1800-22-01-00) or by email ([ilp.support@tcs.com](mailto:ilp.support@tcs.com)) for further clarifications.

## Acceptance of Joining

Date: \_\_\_\_\_

From: Mr./Ms. \_\_\_\_\_

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

Dear Sir,

I hereby accept to join the batch on \_\_\_\_\_ at \_\_\_\_\_.

I have read and understood all the clauses mentioned in the joining letter. I will submit the original documents, as mentioned in the joining letter, at the time of joining.

I will complete the Surety Verification form and Service Agreement.

I understand and accept that my continued services with the company will depend on my performance, both during the ILP and in the projects thereafter.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

THIS AGREEMENT made at Mumbai on this \_\_\_\_\_ day of \_\_\_\_\_, Two thousand and \_\_\_\_\_ between **TATA CONSULTANCY SERVICES LIMITED, a company incorporated under the Companies Act 1956 (hereinafter referred to as "TCS")** and **having its Corporate Office at TCS House, Corner of Hazarimal Somani Marg & Raveline Street, Near Sterling Cinema, Fort, Mumbai 400 001** of the First Part and \_\_\_\_\_ an Indian Inhabitant, residing at \_\_\_\_\_ and having permanent address at \_\_\_\_\_ (hereinafter referred to as "Mr./Ms. \_\_\_\_\_") of the Second Part AND \_\_\_\_\_ (hereinafter referred to as "The Surety") which expression shall be deemed to include his/her executor, heir and administrator of the Third Part.

WHEREAS TCS is involved in the business of problem solving or consultancy and as of present and the foreseeable future specifically in the business of Computer and Management Consultancy - offering services and products both in India and abroad.

WHEREAS the possession of the above problem solving techniques and effective use of high technologies equipment can be acquired mainly through special training and / or specific on the job training ("Training").

WHEREAS the said Training is of a duration of twelve months and is liable to be extended by a further duration based on the performance of Mr./Ms. \_\_\_\_\_ during the Training, of which TCS shall be the sole judge.

WHEREAS the above mentioned Training involves considerable expenditure - both direct and indirect, financial and unliquidated - related to faculty, computer time, support facilities, salary of Mr./Ms. \_\_\_\_\_ while under Training.

WHEREAS this Training substantially improves the professional standing of Mr./Ms. \_\_\_\_\_ and it has been imparted by TCS at considerable expenditure as an investment, TCS expects a commitment (elaborated below) from the employee to recover its expenditure or seek a penalty for non-fulfillment of the same.

WHEREAS the expenditure involved in imparting the said Training to Mr./Ms. \_\_\_\_\_ is several times in excess of the penalty demanded from him/her.

**IT IS NOW HEREBY AGREED AS UNDER:**

1. In consideration of the Training to be imparted by TCS, Mr. \_\_\_\_\_, undertakes irrevocably to serve TCS or any of its associated or affiliated companies to which he/she may be transferred for a minimum period of 2 (two) years from the date of joining TCS. Mr./Ms. \_\_\_\_\_ is giving this undertaking in view of the considerable expenditure incurred by TCS on him/her.
2. Mr./Ms. \_\_\_\_\_ agrees not to take employment with any other person, firm or company during the period of applicability of this agreement.



3. By way of guarantee for due performance of all the terms and conditions contained in the Agreement, Mr./Ms. \_\_\_\_\_ has deposited in the name of TCS a sum of Rs. 50,000/- (Rupees Fifty Thousand only) with the \_\_\_\_\_ Bank/ \_\_\_\_\_ for a period of Two Years and bearing interest as applicable, and the relative Bank receipt is attached. If she/he faithfully serves TCS in accordance with the terms of this agreement TCS shall refund the deposit amount of Rs. 50,000/- (Rupees Fifty Thousand only) with interest thereon to him/her.
4. By way of guarantee for due performance of all terms and conditions contained in this agreement, Mr./Ms. \_\_\_\_\_ provide herein below the name of his/her near relative / person in order of preference and who have consented by signing herein below to stand as Surety on his/her behalf to ensure compliance of the aforesaid covenant, and that in the event of failure/neglect by Mr./Ms. \_\_\_\_\_ to fulfill any of the terms of this undertaking of which TCS shall be the sole judge the Surety shall be liable to pay TCS Rs. 50,000/- (Rupees Fifty Thousand only) as compensation with interest thereon as applicable and the Surety hereby agree, confirm and accept that the Surety shall be liable jointly and severally with Mr./Ms. \_\_\_\_\_ to pay the same to TCS.

<u>Name</u>	<u>Address</u>	<u>Occupation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or any claim of liability of any part including the Surety the same shall be referred to a person to be nominated by TCS whose decision shall be final and binding upon the parties hereto. Such references shall be deemed to a submission to arbitration under The Arbitration and Conciliation Act, 1996 or of any modification or re-enactment thereof. The venue of arbitration shall be Mumbai.

6. During the period of 2(two) years from the date of joining , if Mr./Ms.\_\_\_\_\_ leaves/resigns/ abandons the services or violates the terms of this Agreement, Mr./Ms.\_\_\_\_\_ will have to pay liquidated damages amounting to Rs. 50,000/- (Rupees Fifty Thousand only) and give one calendar month's written notice or salary in lieu thereof. Mr.\_\_\_\_\_ agrees that the said amount of Rs. 50,000/- can be recovered / adjusted by TCS from the legal dues, if any, payable to him. On being absorbed as an Employee of TCS, after completion of the said Training period, TCS would be entitled to terminate the services of the Employee with one calendar month's written notice during the tenure of service agreement. The provisions stated herein for breach by Mr./Ms.\_\_\_\_\_ of the provisions of this agreement shall be without prejudice to other remedies available to TCS.

**ADDRESS FOR THE PURPOSE OF SERVICE:**

7. All communications between Mr./Ms.\_\_\_\_\_ or TCS and Surety shall be deemed to have effectively served if addressed to the following address :

TCS (TATA CONSULTANCY SERVICES LIMITED) at:

TCS House, Corner of Hazarimal Somani Marg & Raveline Street, Near Sterling Cinema, Fort,  
Mumbai 400 001

(Dr. / Mr. / Miss/ Mrs.)

at)

Surety (Dr. / Mr. / Miss/ Mrs.)

at)

Any change in the above addresses of any of the concerned parties i.e. TCS, Mr./Ms. \_\_\_\_\_ or Surety, shall be intimated to the other parties by the party whose address has changed within a period of seven days of such change.

If no such change has been intimated or received, the addresses mentioned above shall be deemed to be the addresses of the concerned parties.

As a token of his/her consent, he/she has signed this agreement as Surety:

)

)

Dated this \_\_\_\_\_

Signed and delivered by Mr./Ms. \_\_\_\_\_

)

)

)

Accepted for and behalf

)

of TATA CONSULTANCY SERVICES LIMITED

)

by their Constituted Attorney

)

## Surety Verification

This is to certify that I, \_\_\_\_\_  
(Name of the Surety) am standing surety for \_\_\_\_\_ (name of  
the candidate) who is my \_\_\_\_\_ (Relationship).

Mr./Ms. \_\_\_\_\_ (name of the candidate) has joined Tata  
Consultancy Services Ltd on \_\_\_\_\_ (candidate's date of  
joining) and executed an agreement on \_\_\_\_\_ ( candidate's date of joining ).

In the event that Mr./Ms. \_\_\_\_\_ (name of the  
candidate) does not fulfill the terms of the agreement, I stand guarantee and will be liable to the  
liquidated damages of Rs. 50, 000/-.

My permanent address is as follows:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

(With country and area code)

(Signature of the Surety)

**(Signature verification by competent authority)**

Office Seal:

Signature:

Designation:

Date:

Name:

Office:

## Medical Certificate

### Section 1: Candidate's Personal Details

Please fill in the complete form and sign it.

Mr./Mrs./Ms./Miss/Dr \_\_\_\_\_ Gender: Male ☐ Female ☐

Date of birth (DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

First Name: \_\_\_\_\_ Last name: \_\_\_\_\_

Contact No: (M) \_\_\_\_\_ (R) \_\_\_\_\_ Blood Group: \_\_\_\_\_

Please affix a  
Passport size photo  
here and get it  
attested by your  
consulting doctor

### Candidate Statement

Have you had any form of serious illness or operation in the last two years? Yes No

If yes, please provide the date and details of the surgery.

\_\_\_\_\_  
\_\_\_\_\_

Has medical grounds been a reason for un-employment or you not performing a specific role in the past?

Yes ☐ No ☐

\_\_\_\_\_  
\_\_\_\_\_

Please specify if you have any physical disability.

\_\_\_\_\_

### Declaration

I declare that to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness, the presence of which I have not revealed. I fully understand that any misrepresentation of this declaration could lead to the termination of my offer/appointment. I have no objection to Tata Consultancy Services Pvt. Ltd. seeking further information either directly from me or from my Consulting doctor or other appropriate doctor. In case of any discrepancy arising out of my declaration, I will be undergoing the medical check-up by the Company's suggested medical clinic/doctor and their findings will be fully binding on me and any action thereon towards my employment will be accepted by me.

Signed: \_\_\_\_\_

Date: (DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section 2** - The Candidate needs to ensure that a legally qualified and registered medical practitioner with minimum qualification as M.B.B.S. completes this form. Additional sheets may be attached if more space is required.

**Note: The candidate is responsible for any costs associated with the preparation of this report.**

### Section 2: Medical Practitioner's details

Full name (as listed on applicable state registry)

\_\_\_\_\_

Registration ID: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact No: (Day time) \_\_\_\_\_

### Declaration

I, certify that I have carefully examined Mr./Mrs./Ms./Miss/Dr \_\_\_\_\_ son/daughter  
of Mr. \_\_\_\_\_.

He/she has no disease or mental or physical infirmity that makes him/her unfit for employment with TCS as

\_\_\_\_\_ (Please mention the Role here)

Signed: \_\_\_\_\_

Date: (DD/MM/YY) \_\_/\_\_/\_\_