



Offer: COMPUTER CONSULTANCY

Ref: TCSL/Campus 2007-08/CHENNAI/Sri Manakular Vinayagar/3680-08

Date: 12-Oct-07

Mr.Giridhar S
20 SVM Puram (East)
Villianur
Pondicherry - 605110
Tel # 0413 - 2660460

Dear Mr.Giridhar S

Re: Letter of Offer and Terms of Employment

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant Systems Engineer - Trainee** in Grade Y. Your gross salary including all benefits will be **Rs. 3,30,749/-** per annum. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer by, proposing your date of joining and signing Annexure-3. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of TCSL. You may hand over your acceptance letter to the HR Officer/ Induction Officer at any of our offices (as per annexure-2).

After you accept this offer and clear the pre-employment medical check-up, you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

..2/-

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Ltd

1 Jawaharlal Nehru Road Vadapalani Chennai 600 026 India
Tel 91 44 66165555 Fax 91 44 23622346 e-mail corporate.office@tcs.com website www.tcs.com
Registered Office Bombay House Horni Mody Street Mumbai 400 001



Benefits

1. Basic Salary:

You will be eligible for a basic salary of **Rs. 11,000** /- per month.

2. Special Allowance:

You will be eligible for a special allowance of **Rs. 1,900/-** per month. This is not a grade-linked benefit and does not accrue automatically.

3. Performance Allowance:

On confirmation, you will be eligible for a monthly Performance Allowance, based on your performance and TCSL's Economic Value Added (EVA) policy for the financial year.

4. Health Insurance Scheme:

You and your dependents, i.e. spouse and up to 2 children, will be eligible for Basic Cover under TCSL's health insurance policy. The features of the policy are:

Hospitalization Coverage	Upto Rs. 45,000/- per beneficiary
Domiciliary / Dental Expenses	Upto Rs. 5,000/- per annum, per beneficiary covered under Domiciliary / Dental Expenses
Coverage for Dependant Parents	On payment of premium, Dependant parents are covered under the Health Insurance Scheme
Higher Hospitalization Coverage	You are covered under Higher Hospitalization* of Rs. 500,000/- per family on payment of Rs. 3200/- per annum plus service taxes Umbrella Coverage of Rs. 200,000/- additional is available in case of tertiary ailment for the family

* This would be applicable, unless you choose not to be covered under Higher Hospitalization Scheme.

5. Loans:

You will be eligible for loans on confirmation, as per the company loan policy.

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6. Professional Memberships:

You will be eligible for **Rs. 3,500/-** as reimbursement for expenses towards any of the following:

- a. Membership/renewal/subscription fees for professional, technical or management associations
- b. Purchase of books, periodicals or journals that are relevant to TCSL's business and help competency development.

RETIRALS

Provident Fund:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity:

You will be entitled to gratuity as per the provisions of the Gratuity Act 1972.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are as follows: House Rent Allowance, Conveyance Allowance, Sundry Medical Reimbursement, Leave Travel Allowance, Food Coupons and Personal Allowance.

The amounts given here for each of the components below are as per pre-defined structure. However you may want to split the BoB amount between the components as per your tax plan, once you join the company. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

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1. House Rent Allowance (HRA):

You will be entitled to a monthly HRA @ **40%** of Basic salary. Your HRA will be **Rs. 4,400/-** per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Conveyance Allowance:

You will be entitled to a conveyance allowance of **Rs. 800/-** per month.

3. Leave Travel Allowance:

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary. In case you have joined in the middle of the financial year, LTA would be paid on a pro-rated basis. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

4. Sundry Medical Reimbursement:

You will be eligible for reimbursement of sundry medical expenses incurred by you for you and your family. You are eligible for **Rs. 6,000/-** per annum or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail tax benefit you may submit medical bills for the same at the end of each calendar quarter. At the end of the financial year, the unavailed amount will be taxable.

5. Food Coupons:

You will be eligible for food coupons of **Rs. 500/-** per month.

6. Personal Allowance:

You will be eligible for a monthly personal allowance of **Rs. 5,580/-** per month.

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Terms of Employment

1. **Aggregate Percentage Requirements:**
Your appointment will be subject to your scoring a minimum of 60% aggregate in your final degree examination and your aggregate percentage from Standard X th onwards being 60% or above.
2. **Training –cum –Probation Period:**
Your first year of service will be the training-cum-probation period during which you will be appraised for satisfactory performance for which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory, TCSL may extend the training-cum-probation period upto a maximum of 3 months or terminate your employment with immediate effect.

During the extended probation period, if your performance is still found unsatisfactory, TCSL may terminate your services forthwith without any notice whatsoever.

The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.
3. **Working Hours:**
You may be required to work in shifts and/or in extended working hours as permitted by law.
4. **Mobility:**
TCSL reserves the right to transfer /your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.
5. **Increments and Promotions:**
Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

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6. **Alternative employment:**
As a whole-time associate of TCSL, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of TCSL.
7. **Confidentiality Agreement:**
As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.
8. **Service Agreement:**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 2 years after joining, failing which, you (and your surety) will be liable to pay TCSL Rs.50,000/- towards the training expenditure
9. **Master International Deputation Agreement:**
If you are on international deputation the TCSL international deputation policy will be applicable to you from the same date and accordingly you will be required to sign the TCSL Master International Deputation Agreement.

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL in case of every international deputation that exceeds 30 days as per the Notice Period mentioned below for employee covered under MIDA.

MIDA is a one-time agreement, applicable for the entire tenure of employment with TCSL.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of the training.
10. **TATA Code of Conduct:**
You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

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11. Notice Period:

During your employment with TCSL, including probation/ training, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice. However if you are covered under MIDA, either you or TCSL can terminate the appointment by giving 90 calendar days written notice as set out in the Notice Period policy of TCSL.

TCSL reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period.

12. Retirement:

You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

13. Medical Tests:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the TCSL HR executive, at the time of submitting your written acceptance of this offer.

For identification, we request you to carry a photograph and a photo identification document issued by government For e.g. Passport, PAN Card, Election Card, Driving License etc. Campus recruits may, in the absence of government photo identification document produce current educational institute's photo identification card.

14. Employment in India :

In case , you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with TCSL.

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15. Background Check:

Your employment will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

16. Submission of Documents:

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following;
 - i. Period of employment
 - ii. Technology areas you worked on
 - iii. Certificates for any training provided by your previous employers in various technologies
- Release letter from your current employer indicating the date of release.
- Work permit and/or any other documentation required to take up permanent employment with TCSL.
- Passport
- 6 photographs
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

The original documents will be returned to you after verification.

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17. **Letter of Appointment:**
You will be issued a letter of appointment at the time of your joining and completing joining formalities as per company policy.
18. **Terms and conditions:**
The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.
19. **Rules and Regulations of the Company:**
Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

You will undergo our Initial Learning Program (ILP) to build a strong foundation for your career with us. We will issue you a joining letter indicating your batch and the location of finalization of the details.

We look forward to having you in our global team as we move towards achieving our vision of **Global Top 10 by 2010**.

Yours Sincerely,
For **TATA Consultancy Services Limited**

Ashok Seetharaman

Assistant General Manager - HR

Encl: Annexure-1: Benefits Gross Salary Sheet
Annexure-2: List of TCS Centers
Annexure-3: Acceptance

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GROSS SALARY SHEET

Annexure-1

Name :	Mr.Giridhar S
Designation:	ASE – Trainee

Table 1: Compensation Details (All components in INR):

Component Category	Monthly	Annual
1) MONTHLY COMPONENTS		
Basic Salary	11,000	1,32,000
Bouquet Of Benefits #	12,697	1,52,360
Special Allowance	1,900	22,800
Gross Salary	25,597	3,07,160
2) ANNUAL COMPONENTS / RETIRALS		
Health Insurance	NA	1,400
Provident Fund	1,320	15,840
Gratuity	529	6,349
Total of Annual Components & Retirals	1,849	22,189
TOTAL GROSS	1+2	3,30,749

Refer to Table 2 for TCS defined structure

In case, you wish not to opt for the BoB, Defined Structure as given in

Table 2 will be applicable.

Table 2: TCS Defined Structure for BoB (All components in INR):

Component Category	Monthly	Annual
House Rent Allowance	4,400	52,800
Conveyance Allowance	800	9,600
Leave Travel Assistance	917	11,000
Sundry Medical Reimbursement	500	6,000
Food Coupons	500	6,000
Personal Allowance	5,580	66,960
GROSS BOUQUET OF BENEFITS	12,697	1,52,360

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TCS Regional Offices

Annexure 2

Akruti HR Executive (Recruitment) Tata Consultancy Services Akruti Business Port, Gr Flr., Road No. 13, MIDC, Andheri (E) Mumbai- 400093 Tel: 022-6750 6868 Fax: 022- 6750 6855	Calcutta HR Executive (Recruitment) Tata Consultancy Services Plot B1 Salt Lake Electronic Complex Kolkata- 700 091 Tel: 033-2333 9699 Fax: 033-2357 3339	Delhi HR Officer (Recruitment) Tata Consultancy Services 5 th Floor, PTI Bulding 4 Parliament Street New Delhi – 1 Tel: 011-6650 6555 Fax: 011-23311735
Chennai HR Executive (Recruitment) Tata Consultancy Services "B" Block – 2 nd Floor, No.1, Jawaharlal Nehru Road, Vadapalani, Chennai – 600 026 Tel : 044-6616 5555 Fax : 044-23622346	Bangalore HR Executive (Recruitment) Tata Consultancy Services SJM Towers 18, Seshadri Road Gandhinagar Bangalore-560 009 Tel: 080-6660 6000 Fax: 080-2220 7510	Hyderabad HR Executive (Recruitment) Tata Consultancy Services Deccan Park, Madhapur, Hyderabad- 500081 Tel: 040- 6667 2000 Fax: 040-6667 2222
Pune HR Executive (Recruitment) Tata Consultancy Services Niyati Tiara Ground Floor S.No 103/A/129 CTS1995 Nagar Road, Yerwada Pune 411 006 Tel : 020- 6608 7777 Fax : 020- 6608 7799	Ahmedabad HR Executive (Recruitment) 801, Sakar II Off Ashram Road Ellis Bridge Ahmedabad 380 006 Tel: 079- 6661 4300 Fax: 079- 6661 4311	Thiruvananthapuram HR Executive (Recruitment) Tata Consultancy Services Technopark Campus Kariyavattom P.O. Thiruvananthapuram-695 581 Tel: 0471- 2700671/2700672/ Fax: 0471- 2700682
Jamshedpur Sutapa Roy (HR) Tata Consultancy Services 7 th Floor, Voltas House Main Road, Bistupur Jamshedpur – 831001 Tel: 0657 2437527/2436413/ 2436414 Fax: 0657 2427804	Lucknow HR Executive (Recruitment) Tata Consultancy Services Tulsi Ganga Complex, 19-C Vidhan Sabha Marg Lucknow – 226001 Tel: 0522- 2237390/2237386/ Fax: 0522- 2237445	

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