



Offer: Computer Consultancy

Ref: TCSL/EP2012CN142229/Pune/667508

Date: 01-NOV-13

Mr. Amit Bhalerao

Room No 100,Aai Hostel,Dange Chowk,Thergoan,Pune

Pune - 411033

Tel. No. : 8796154725

Subject: Offer Letter and Terms of Employment

Dear Mr. Amit Bhalerao

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, relevant work experience and performance in the selection process. You have been selected for the position of Systems Engineer in Grade C1 at TCS - Pune. Your gross salary including all benefits will be ` 540,002/- per annum. Annexure 1 provides a break-up of the compensation package.

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter' and propose your tentative date of joining. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL. Please initiate your Background Check online and submit the required documents to the regional point of contact within 5 days of your offer acceptance, post which we can confirm your date of joining .Your offer is subject to a positive background check.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by TCSL.



COMPENSATION & BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary

Your Basic Salary will be ₹ 12,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design 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 listed below. The amounts given here for each of the components are as per pre-defined structure. However you may want to re-distribute 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 'Ultimatrix', the internal portal of TCSL.

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

1. House Rent Allowance:

Your HRA will be ₹ 6,000/- 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 eligible to a conveyance allowance of ₹ 800/- per month.

3. 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 ₹ 9,000/- 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.

4. Leave Travel Allowance:

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary 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 income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.



5. Food Coupons:

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

6. Personal Allowance:

You will be eligible for a monthly personal allowance of ` 6,058/- per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

1. Monthly Performance Pay

You will receive a monthly performance pay of ` 12,600/- The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

2. Quarterly Variable Allowance

Your variable allowance will be ` 2,900/- Per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay / Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

1. Health Insurance Scheme:

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

HIS offers the following benefits:

i) Basic Cover

Entitlement – Includes domiciliary expenses up to ` 5,000/- per insured person and hospitalisation expenses up to ` 95,000/- per insured person.

Premium – Basic premium for self, spouse and first two children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children (over and above the first two children), the applicable premium per insured person is to be borne by you.



ii) Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

Entitlement – You and your enrolled dependents will be entitled for ` 7,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

Premium – For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Note:The above Health Insurance Scheme is subject to revision.

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of ` 250/- will be recovered from you. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

RETIRALS

1. 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.

2. Gratuity:

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

TERMS OF EMPLOYMENT

1. Relevant Experience:

As per the recommendation of our management review panel, out of your total experience, **2.84** years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total & relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

**2. Probation Period:**

You will be on probation for three months .Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

3. Working Hours:

You may be required to work in shifts and / or in extended working hours, as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time, without any extra remuneration / compensation.

4. Mobility:

TCSL reserves the right to transfer / utilize 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.

6. Alternative Employment:

As a full-time employee 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. Overseas Agreement/International Assignment Agreement:

If you are on international assignment, you will be covered by the TCSL International Assignment policy from the date of deputation.

Accordingly, you will be required to sign the applicable Overseas Deputation/International Assignment Agreement/s. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment 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 training.

**9. 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 employee of TCSL.

10. Notice Period:

During your employment with TCSL, either you or TCSL can terminate the appointment by giving 30 calendar days written notice or 1 months basic salary in lieu of the notice.

If you are covered under Deputation Agreement / International Assignment Agreement, either you or TCSL can terminate the appointment by giving 90 calendar days written notice as set out in the Separation 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 or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.

11. 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.

12. 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. Keeping your permit / permission up to date during the course of your employment with TCSL and submitting a valid copy of that to TCSL is your responsibility.

13. Medical Certificate of Fitness:

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction co-ordinator.

14. Background Check:

Please initiate your Background Check within 5 days of your offer acceptance. Your background check initiation is complete only when you initiate your BGC online at www.careers.tcs.com and submit all the relevant documents for background check to the regional point of contact at a convenient location (please refer to Annexure - 3).

An agency will check the credentials specified by you in the application form. The process is normally completed within 5 weeks after Background Check initiation. Verification of your last employment is initiated only post you are release. Your offer will be subject to a positive clearance of your background check. For more details on BGC documents submission (please refer to Annexure - 2).

**15. Joining Documents:**

For a convenient joining process, the joining documents as mentioned in Annexure – 2 should be submitted within 5 days of Offer Acceptance after due verification against originals. You can submit the documents to the point of contacts at either your current location or your joining location (please refer to Annexure - 3). For more details on documents to be submitted (please refer to Annexure - 2).

16. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and on completion of the joining formalities as per TCSL's policy.

17. 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.

18. 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.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and/or condition would entitle TCSL in withdrawing this offer letter at its sole discretion.

Offer Letter Validity

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

If you accept the offer from TCSL and fail to join within 120 days from the date of offer, the offer will stand automatically terminated.



We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Sudeep

Head Talent Acquisition - India



[Click Here](#) or use a QR Code scanner from your mobile to validate the offer letter

Encl : **Annexure 1:** Benefits Gross Salary Sheet

Annexure 2: Document Submission

Annexure 3: List of TCSL Offices



GROSS SALARY SHEET

Annexure 1

Name	Mr. Amit Bhalerao		
Designation	Systems Engineer		
Grade	C1	Relevant Experience (In Years)	2.84

Table 1: Compensation Details: (All Components are in `)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	12,000	144,000
Bouquet Of Benefits #	15,108	181,296
2) Performance Pay		
Monthly Performance Pay	12,600	151,200
Quarterly Variable Allowance *	2,900	34,800
3) Annual Components/Retirals		
Health Insurance	NA	4,500
Provident Fund	1,440	17,280
Gratuity	577	6,926
Total of Annual Components & Retirals	2,017	28,706
TOTAL GROSS	44,625	540,002

Refer to Table 2 for TCSL defined Structure

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis

Table 2: TCSL defined structure for BoB (All Components in `)

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Conveyance Allowance	800	9,600
Leave Travel Assistance	1,000	12,000
Sundry Medical Reimbursement	750	9,000
Food Coupons	500	6,000
Personal Allowance	6,058	72,696
GROSS BOUQUET OF BENEFITS	15,108	181,296



Document Submission - Annexure 2

List of BGC and Joining Documents

BGC:

- 1. Address Proof** (Ration card/Landline /Telephone bill/Electricity bill/House Lease Agreement).
 - Present and Permanent Address Proof to be attached (If different then provide separate proof).
 - Mobile phone bill not acceptable as Address Proof.
 - If your Present Address or Address of longest stay in the last 7 years or Permanent Address is in Mumbai or Thane City or Thane Rural or Pune, then in addition to the address proof you will need to submit CID form as applicable for the location + 2 photos with your name written at the back of each photo. Please collect this form from the regional point of contact – refer annexure 3).
- 2. Identify Proof** (Passport/Voter's ID/PAN card/ Driving License).
- 3. Education:** Highest Degree/Provisional Degree Certificate & Highest Degree Mark sheets for all semesters.
- 4. Previous Employment Proof:**
 - Experience Certificate and Relieving Letter from all previous employer(s). It is mandatory that you submit the relieving and experience certificates from your current employer within 30 days of joining TCSL. Your BGC status will be positive only after successful completion of employment checks including your current employer.
 - Last 3 Salary Certificates.
 - Resignation acceptance letter from current employer.
- 5. Documents to explain gaps during Employment/Education:** Medical records for gap due to medical reasons / Affidavit with Notary Authorization for gap due to other personal reasons.

Joining:

1. Birth Certificate
2. Standard X and XII the mark sheets / equivalents
3. Degree certificate and mark sheets for all semesters
4. Postgraduate Degree certificate and mark sheets for all semesters
5. Passport / Driving License / Ration Card
6. Experience certificate from previous employers indicating the following:
 - Period of employment
 - Technology areas you have worked on
 - Certificates for any training provided by your
 - previous employers in various technologies
7. Release letter and experience letter from current and all previous employers indicating date of release
8. PAN card
9. Medical certificate of fitness
10. Work permit or any other documentation required to take up permanent employment with TCSL
11. Two passport size photographs
12. An affidavit/notarized undertaking that there is no criminal offence registered/pending against you

Please mention your EP Reference number on all the documents and also carry originals of the joining documents for verification. Please take a prior appointment with the Regional Point of contacts mentioned in Annexure - 3.



Regional Offices- Annexure 3

TCS Careers Serviceline: 1800 209 3111 (Monday to Friday: 8:00 AM to 8:00 PM) Email: careers@tcs.com		
Ahmedabad TATA Consultancy Services Limited Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar 382 009 Tel: 079-66712583	Bangalore TATA Consultancy Services Limited 1st Floor, VYDEHI RC-1 BLOCK 82, EPIP, Whitefield, Bangalore 560 066 Tel: 080-67257161	Bhubaneshwar TATA Consultancy Services Limited IT/ITES Special Economic Zone, Plot 35, Chandaka Industrial Estate, Patia, Chandrasekharapur, Bhubaneshwar 751 024, Tel: 033-66366043
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Kochi TATA Consultancy Services Limited Vismaya Building, 5th, 6th & 7th Floor, Infopark, Kusumagiri PO. Kakkanad, Kochi 682 030 Tel: 0484-6645000	Kolkata TATA Consultancy Services Limited 11th Floor, Omega Tower, Bengal Intelligent Park, Plot A2, M2 & N2, Block AP & GP, Sector V, Saltlake Electronics Complex, Kolkata 700 091, Tel: 033-66366043	Lucknow TATA Consultancy Services Limited TCS Awadh Park, Vibhuti Khand, Gomti Nagar Lucknow 226 010 Tel: 0522-6661135
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