

Date: December 24, 2024

Ref: LTIMindtree/HR/EN11/Campus/2025

Name: Shiva Dunna Dunna

College: Vallurupalli Nageswara Rao Vignana Jyothi Institute of Engineering and Technology

LETTER OF OFFER FOR GRADUATE ENGINEER TRAINEE

Dear Shiva Dunna Dunna,

Welcome to LTIMindtree(hereinafter referred as the "Company"). Congratulations on being selected as a **Graduate Engineer Trainee**. This offer is on the following terms and conditions, subject to fulfilling the eligibility criteria (Refer '**Annexure 1**') and a successful background check.

1. During the training period (includes classroom and on the job training) of 3 months, your Stipend including all benefits will be **Rs. 25000** pm.
2. All payments made to you would be subject to deduction of applicable taxes at source (TDS).Your remuneration is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever, except with the prior consent of the Company.
3. You will also be issued a detailed Letter of Appointment as Graduate Engineer Trainee subject to you meeting the eligibility criteria as mentioned in '**Annexure-1**'. Your appointment is in accordance with the Apprentices Act, 1961.
4. **Documents** - Your offer is subject to you submitting all the mandatory documents at the time of joining. (Refer '**Annexure-2**')
5. **Background Verification** - As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your educational / professional credentials and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, this offer shall stand withdrawn, apart from other legal action being initiated against you.
6. If the above stated terms and conditions are acceptable to you, kindly sign and acknowledge this **Graduate Engineer Trainee Offer Letter** in the **CampBuzz Portal** (<https://campbuzz.ltimindtree.com>) and register your credentials therein within 15 working days from the date of this letter.

If you do not register your credentials within the above period on the Company portal and accept the offer on the portal within 15 working days, the aforesaid offer automatically stands cancelled. Post registration in the portal, if you do not join on the date intimated to you, this offer will be cancelled at the discretion of the Company.

7. You are required to register yourself as an apprentice on the apprenticeship portal <http://www.mhrdnats.gov.in> after completion of your education and before your onboarding date. Please refer to the manuals attached to this email for the NATS registration process and Aadhaar Seeding for direct debit process.

8. You may be confirmed in 3 months from the effective start date of your employment with the Company. During this period, a prior notice of 7 days shall be applicable, in case of voluntary resignation by the employee. Your employment with LTIMindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances, which you agree are reasonable and acceptable:
 - Failing to meet the qualification criteria during the Training Program assessments
 - Unauthorized absence during the Training Program
 - Integrity and other disciplinary expectations
9. All Annexures appended herewith shall form an integral part of this letter.
10. Your engagement with the Company will be governed by the rules, regulations and policies of the Company in effect.
11. The terms and conditions mentioned above are subject to change at any time at sole discretion of the Company and as per business demands without prior notice.
12. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.
13. Post successful completion of 3 months and subject to joining the Company, your annual CTC including all benefits will be as per the details mentioned in 'Annexure-3'.
14. As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining the Company. You are therefore requested to complete the Company training which will be communicated to you separately. Company has made significant investments into these learning and development programs for your professional development and therefore would urge you to actively participate in the trainings and complete them with at least the minimum score required. The evaluations of your performance in these trainings are critical and the outcomes would have a direct impact on your onboarding.

We welcome you to the LTIMindtree family and look forward to a long and fruitful association with you.

Yours faithfully,

For LTIMindtree Ltd.



Thiagu Dharmalingam
Senior Manager -Talent Acquisition

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Eligibility Criteria for T School Hiring – 2025 Batch	
Qualification	B.E/ BTech/ ME/ MTech (All branches of engineering) /MCA/ 5 Yrs Integrated CS & IT engineering branches only (all education in full-time/regular courses)
Branches	All branches of engineering
Academic Gap	Not more than 2 years academic gap allowed. (SSC/HSC/Diploma/UG/PG)
SSC, HSC Percentages, Diploma (if applicable), Graduation Percentage/CGPA	<p>Consistent academic records of 60% in 10th, 12th, Diploma (as applicable), UG and PG courses (aggregate of all semesters & subjects)</p> <p>NOTE:</p> <ol style="list-style-type: none"> 1. Appropriate CGPA to percentage conversion to be considered as per the respective university norms. The scores of the Main or improvement exam would be considered as final. 2. For candidates who have pursued both HSC and Diploma, marks scored in the Diploma course will be considered.
Re-attempts/ATKTs /Backlogs/Arrears (Diploma, Graduation)	<ol style="list-style-type: none"> 1. Initial results (% scores) declared would be considered for students awaiting re-evaluation results. 2. At the time of recruitment process, there must be no standing arrears in current education.
Nature of Course	All Full-Time Courses Only
Year of Passing	2025 Pass Outs Only
Citizenship	Should be an Indian National
Your College/Institution MUST be	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification	Not been involved in any court proceedings and/or convicted for any offence

Self-Declaration:

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. As a future IT professional, I am flexible towards working from any of LTIMindtree's development centers across the country, flexible work durations/time, training and working in multiple emerging skills & domain.
4. I confirm that I have NOT appeared for any LTIMindtree interview process anywhere in the past 6 months. (If found so, LTIMindtree may take immediate action and cancel the candidature at ANY stage)

Signature: _____

Name: _____

Mobile No: _____

College Name: _____

Today's Date: _____

ANNEXURE-2

Please upload scan copy of originals of following documents in Campbuzz portal and bring original documents on your onboarding date for verification.

1. SSC Marksheet
2. HSC Marksheet/Diploma Marksheetworks & Diploma Provisional/Passing Certificate
3. Degree Marksheetworks and Degree Certificate/Provisional Certificate
4. Post Degree Marksheetworks and Degree Certificate/Provisional Certificate (if applicable)
5. Proof of Age (Anyone: Pan Card, Passport, Driving License, Birth Certificate or SSC/HSC marksheets)
6. Aadhar Card (with address page)
7. Pan Card
8. Driving License (Optional)
9. Passport (Optional)

Along with the above documents bring 2 copies of your recent passport size photograph with white background.

You are requested to note that this offer validity is subject to submitting the above documents.

ANNEXURE-3

Name	: Shiva Dunna Dunna	Date	: December 24, 2024
Salary Grade	: P1		
Components	INR. (p.a.)	INR. (p.m.)	
Basic	180000	15000	
Bouquet of Benefits	131640	10970	
Bonus	50400	4200	
Base Salary (p.a.)	362040	30170	
Variable Compensation	0		
Variable Compensation (p.a.)	0		
TTC(p.a.)	362040		
PF	21600	1800	
Gratuity	8664	722	
Mediclaime Premium(p.a)	12929	1077	
Retirals & Other Benefits(p.a)	43193	3599	
Cost to Company (CTC)	405233	33769	

Medical Insurance Premium:

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 3 dependent children (below 25 yrs of age). Coverage limits are as per company policy.

You would also be eligible to be covered under the Voluntary Group Term Life and Group Accident Insurance policy as per the company policy.

Notes:

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) Bouquet of Benefits* / Flexi Pay consists of Flexi-components which may include HRA, Conveyance, LTA, Meal Allowance and Adhoc allowance.
- 3) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 4) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 5) Gratuity payment shall be as per "Payment of Gratuity Act, 1972".
- 6) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.

ANNEXURE-4

**PRIVILEGED AND CONFIDENTIAL
TO WHOMSOEVER IT MAY CONCERN**

I, the undersigned, an employee/prospective employee of LTIMindtree Limited ("LTIMindtree"), state and affirm as under:

1. I hereby state and affirm that I am aware that Finance Act, 2021 inserted a new section 234H in the Income-tax Act (the Act) to complete the process of PAN-Aadhaar linking.
2. I am aware that I am required to intimate my Aadhar Number to the appropriate authority in accordance with Section 139AA of the Income Tax Act, 1961 to ensure linkage of my PAN with my Aadhar Number.
3. I am aware that the PAN of taxpayers who have failed to link with their Aadhaar, as required, shall become inoperative and the consequences during the period that PAN remains inoperative will be as follows:

(i)	no refund shall be made against such PANs;
(ii)	interest shall not be payable on such refund for the period during which PAN remains inoperative; and
(iii)	as per the latest CBDT Circular No.6/2024, those who failed to link their PAN with Aadhaar before 31st May 2024 will now have to pay income tax TDS and TCS shall be deducted /collected at higher rate, as provided in the Act.

4. I am aware that if my PAN is inoperative, then the TDS deducted in salary will be remitted by LTIMindtree to Income tax dept as deduction under No PAN category and due to this LTIMindtree will not be able to issue Form 16 to me for TDS deductions.
5. I hereby state and affirm that I am solely responsible for linking my PAN with my Aadhar Number and that if not already linked by me, I shall resolve this non-compliance at the earliest and shall ensure that my PAN is linked with my Aadhar Number in accordance with Section 139AA of the Income Tax Act, 1961.
6. I hereby state and affirm that I am aware of the consequences of non-linkage of PAN with Aadhar Number as published in Circular No. 3 of 2023 dated 28th March 2023 by the Department of Revenue, which includes tax being deducted at a higher rate in accordance with the provisions of Section 206AA and 206CC of the Income Tax Act, 1961.
7. I hereby consent to LTIMindtree deducting tax at a higher rate on my salary and any other benefits in accordance with the aforementioned circular on account of non-linkage of PAN with Aadhar Number until the date such non-compliance is rectified.
8. I hereby agree to indemnify, hold harmless and defend LTIMindtree and any member, director, officer, employee or agent thereof (each of the foregoing being hereinafter referred to individually as a "Indemnified Party"), against all claims, liabilities, losses, expenses (including attorney's fees and legal expenses related to such defense), fines, penalties, taxes or damages (collectively "Liabilities") asserted by an Indemnified Party, to the extent such Liabilities arise out of or result from my noncompliance with Section 139AA of the Income Tax Act, 1961.

Yours Sincerely,

Signature and date
Shiva Dunna Dunna