



Offer: COMPUTER CONSULTANCY

Ref: TCSL/CT20090128298/KOLKATA/361987

Date: 17-MAY-10

BINAY KUMAR
LOHSINGNA ROAD, AMBEDKAR PURI, HAZARIBAG
HAZARIBAG
Jharkhand-825301

Dear BINAY KUMAR,

Sub: Letter of Offer

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.

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.3,30,989/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Variable Allowance becoming effective upon successful completion of the Initial Training Program.

Kindly confirm your acceptance of this offer on-line through the option 'Accept Offer letter'. If not accepted within 7 days, this offer is liable to lapse at the discretion of TCSL.

After you accept this offer 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.

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..1/-

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Omega Towers 11th-16th Floor Plot No. A2, M2 & N2 Block EP & GP Sec-V Salt Lake Kolkata 700 091 India
Tel 91 33 6636 6000 Fax 91 33 6636 6001 Website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



COMPENSATION & BENEFITS

Basic Salary

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

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 listed below. The amounts given here for each of the components below 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 TCSL. 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 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 (HRA):

Your HRA will be **Rs. 4400/-** 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 for 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 or 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.



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 **Rs. 500/-** per month.

6. Personal Allowance:

You will be eligible for a monthly personal allowance **Rs. 2,000/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

VARIABLE COMPENSATION

Variable Pay/Allowance

Upon Successful completion of the Initial Training Programme as set out herein below, you will receive a Variable Pay/Allowance of **Rs.5,500/-** per month, of which **Rs.4,950/-** will be paid to you on a monthly basis. The remaining amount would be paid at the closure of each quarter based on the actual Company performance during the quarter.

The Variable Pay/Allowance is subject to review and may undergo a change based on the actual performance of the Company and unit and your own ongoing individual performance. This allowance is payable based on the Company's productivity /performance, and as such shall be treated as productivity bonus in lieu of statutory profit bonus.



OTHER BENEFITS

Health Insurance Scheme

TCSL extends the Basic Health Insurance cover to you under the company's health insurance policy. You have an option to cover your family and dependants, as per applicable premium charges. 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 full premium, dependant parents are covered under the Health Insurance Scheme as per applicable premium.
Higher Hospitalization Coverage	You will be covered under Higher Hospitalization of Rs. 500,000/- per family on payment of applicable premium plus services taxes.

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of **Rs. 250/-** will be recovered from you for the same. 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.

Professional Memberships

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



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.

TERMS & CONDITIONS

1. Aggregate Percentage Requirements:

Your appointment will be subject to your scoring minimum aggregate (aggregate of all the semesters) marks of 60% or above in each of your Standard Xth, Standard XIIth, Diploma (if applicable), Graduation and Post-Graduation examination.

2. Training Period:

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Training Period as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

Upon your confirmation, if your services are not found satisfactory, TCSL may terminate your services by giving you one month's notice or one month's basic salary in lieu thereof. 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. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

4. Mobility:

TCSL reserves the right to transfer you 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. Compensation Structure/ Salary components:

The compensation structure/salary components are subject to change as per the TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions:

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment:

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

8. 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.

9. 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.



10. Overseas Deputation / 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.

11. Terms and Conditions:

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. 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.

13. Notice Period:

TCSL shall give one month's notice or payment in lieu thereof if the traineeship is discontinued / terminated upon the expiry of one year. No notice or payment in lieu thereof shall be payable by TCSL when the traineeship is discontinued / terminated on account of any misconduct, either during the period of traineeship or upon expiry of the traineeship. During your tenure with TCSL, 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. You will be liable to pay TCSL Rs.50,000/- in case you fail to serve TCSL for a minimum period of 2 years after joining in accordance with Clause No.9.

If you are covered under Deputation Agreement/International Assignment Agreement, either you or TCSL can terminate the traineeship/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.



14. 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.

15. Pre-employment Medical Certificate:

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.

16. Employment of Non Indian Citizens:

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.

17. Background Check:

Your association with TCSL 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 traineeship/service without notice.

18. Submission of Documents:

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

- Permanent Account Number(PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- 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 Postgraduate)

- Birth Certificate / Proof of Age

- Work permit and/or any other documentation as prescribed by Government of India

- Passport



- 6 photographs
 - Medical Certificate
 - An affidavit / notarised undertaking stating:
 - *There is no criminal offence 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 original documents will be returned to you after verification.

19. Initial Training Program:

On joining TCSL, you will be given the benefit of formal and on the job training at our offices, as identified, for such period as TCSL may decide ("Initial Training Programme"). The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional & personal growth.

20. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. 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.



22. Compliance to all clauses:

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfil one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter at its sole discretion.

We look forward to having you in our global team.

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

K.Sudeep
Head Talent Acquisition - India
Encl: Annexure 1: Gross Salary Sheet

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**GROSS SALARY SHEET**

Annexure 1

Name	BINAY KUMAR
Designation	ASSISTANT SYSTEMS ENGINEER - TRAINEE
Institute Name	BIT MESRA

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

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	11,000	1,32,000
Bouquet Of Benefits #	9,117	1,09,400
2) Variable Compensation **		
Monthly Variable Allowance	4,950	59,400
Quarterly Variable Allowance*	550	6,600
3) 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	23,589
TOTAL GROSS	1+2+3	3,30,989

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

**The Variable Compensation is applicable upon successful completion of the Initial Training Programme.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Training Programme.

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	2,000	24,000
GROSS BOUQUET OF BENEFITS	9,117	1,09,400

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