



Ref: TCSL/CT20172256547/1033081/Hyderabad

Date: 21-09-2018

MR. RAMSAI KARTHIK UNNAM

Flat No:302, Home Sree Towers Madhavi Nagar Society,
Near Hanuman Temple, Kukatpally, Hyderabad,
Telangana-500072.
Tel# 919490386575

Sub: Joining Letter

Dear Mr. Ramsai Karthik Unnam,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **08th October 2018** at **Chennai**. You are requested to report at the address detailed below on **08th October 2018** at **08:00 AM**.

Tata Consultancy Services Ltd.

MARG SQUARE, No. 16, Rajiv Gandhi Salai (IT Express Way),
Old Mahabalipuram Road, Karapakkam, Chennai,
Chennai, Tamil Nadu-600097.

(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Ms. Santha Kumari T S

Phone: 04466165038

Email Id: santha.kts@tcs.com

(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

Initial Learning Program (ILP)

Learning is a way of life in TCSL and Initial Learning Program (ILP) will add value to your professional life and will open a world of opportunities.

ILP Phase I

The first phase of ILP is specially designed to inculcate programming rigor and to build a process mindset. The soft skills module of ILP would help in grooming you become a world class professional. On successful completion of this phase of ILP, you would move to the next phase.



ILP Phase II

The second phase of ILP would help you become 'project ready' facilitating development of project specific skill sets and awareness of TCSL processes.

ILP has continuous evaluations based on pre-defined learning objectives. The weighted average of these evaluations will be a major component of your first mid-anniversary appraisal. In the event of your performance during the ILP falling short of the required standard, the Management reserves the right to either extend your ILP or terminate your services.

We would like you to do some preparation in advance so that you become equipped to meet the expectations and challenges of ILP. Pre-ILP Online Learning program through ASPIRE is mandatory for all trainees joining TCSL. If you have not yet completed ASPIRE, please ensure that it is completed as soon as possible. You also need to prepare well in Tech Lounge and your performance in this will be assessed through Initial Readiness Assessment (IRA) immediately after you join. Your Aspire participation and performance in IRA will be one of the key factors in determining your location of posting and/or your final ILP rating. For details, please refer the Joining Letter Annexure.

Your ILP location would be the same as your base branch (TCS Location after the completion of the ILP program) as far as possible and hence ILP would be conducted as a non-residential program at this location. You are advised to make own arrangements for accommodation and transport at the training location. Travel expenses to the location of ILP will not be reimbursed.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorizedly absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 16-09-2017 will stand automatically terminated at the discretion of TCSL.



We are sure you are as excited to be a part of this great family, just as we are to have you with us. Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Ganesan'.

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter