

Ref No : 2430773

October 4, 2013

Ritam Mukherjee

16/c, New G. T. Road, Uttarpara, H



Dear Ritam :

With reference to the discussions that we had with you, we are pleased to appoint you as **Associate** in Cognizant Technology Solutions. Your place of posting will be Kolkata.

Your Annual Total Compensation will be **Rs.550,008**. This includes an annual incentive of **Rs.45,000** for the current year. This amount may vary, depending on Cognizant's performance and your performance. The break-up is presented in **Annexure A**. We would like to inform you that Cognizant has considered **36 months** of your experience as relevant, that would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules and regulations in vogue and those that may change from time to time. At the time of formally resigning from services, you shall have to serve the notice period of 60 days. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **January 8, 2014**. At the time of joining, please submit the following documents:

1. Photocopy of your passport, certificates and mark sheets in support of your educational qualifications.
2. Relieving letter from all your previous employer and last drawn pay slip, if applicable.
3. Ten passport size color photographs.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organisation. Please refer Annexure B for more details.

Please note :

- This appointment is subject to satisfactory professional reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us.

Yours sincerely,

for **Cognizant Technology Solutions India Private Ltd**

J R Suman

VR - human resources

I accept the offer on the terms and conditions and shall report to work on

Signature:

Date:

Annexure A

Name: Ritam Mukherjee		Designation: Associate	
Sl.No	Description	Monthly	Annual
1	Basic	14,750	177,000
2	House Rent Allowance*	8,850	106,200
3	Special Allowance*	14,664	175,968
4	Conveyance Allowance *	800	9,600
5	Medical Allowance*	1,250	15,000
6	Company's contribution to PF ^	1,770	21,240
7	Incentive (Per Annum)**		45,000
	Annual Total Compensation		550,008

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs.2,50,000 per annum for self and maximum of 3 non-earning dependants.
- Round the Clock Personal Accident Insurance coverage.
- Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act.

^ PF is contributed at 12% of your basic subject to a minimum of Rs.780 per month. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose From a bouquet of allowance or benefits.
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings.

** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.