



# SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi / Affiliated to Anna University, Chennai / Accredited by NAAC (2019-24))

Dindigul – Palani Highway, Dindigul – 624 002

## DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

### Details of placement

S.NO	YEAR	NAME OF STUDENT PLACED	NAME OF THE EMPLOYER WITH CONTACT DETAILS	PAGE NO WITH HYPERLINK
1.	2022-2023	AKASH S	PIRAI INFOTECH PVT LTD, POLLACHI.	22
2.	2022-2023	BENAZIR S	4I APPS SOLUTIONS PVT LTD, CHENNAI.	9
3.	2022-2023	CATHERIN FREEDA F	4I APPS SOLUTIONS PVT LTD, CHENNAI.	12
4.	2022-2023	DEVADHARSHINI S	4I APPS SOLUTIONS PVT LTD, CHENNAI.	15
5.	2022-2023	DINESH KUMAR B	4I APPS SOLUTIONS PVT LTD, CHENNAI.	18
6.	2022-2023	JOSI ISHITHOR A	THINKBIG INFOTECH PVT LTD	33
7.	2022-2023	KUBENDHRA S	KRISH TECH TECHNOLOGIES, SALEM.	8
8.	2022-2023	MADHUMITHA.M	PIRAI INFOTECH PVT LTD, POLLACHI.	25
9.	2022-2023	RAMJI.K	PIRAI INFOTECH PVT LTD, POLLACHI.	27
10.	2022-2023	SAHUL HAMEED A	PIRAI INFOTECH PVT LTD, POLLACHI.	29
11.	2022-2023	VASANTH N	4I APPS SOLUTIONS PVT LTD, CHENNAI.	5
12.	2022-2023	VIGNESHWARAN V	PIRAI INFOTECH PVT LTD, POLLACHI.	31
13.	2022-2023	YOGESH S	4I APPS SOLUTIONS PVT LTD, CHENNAI.	39
14.	2022-2023	RUBAN M	4I APPS SOLUTIONS PVT LTD, CHENNAI.	34
15.	2022-2023	ROSE MISHNA M	CONQUEST TECH SOLUTIONS PVT LTD, DINDIGUL.	38
16.	2021-2022	ARAVINDHAN M	INFOSYS	43
17.	2021-2022	BHUVANA RAJA M	ATOS SYNTEL	53
18.	2021-2022	DHANUSIYA V S	WIPRO	57
19.	2021-2022	FAHIMA RIZWANA K	TCS	68
20.	2021-2022	GAYATHRI RS	CAPGEMINI	236
21.	2021-2022	GOKUL S	CAPGEMINI	104
22.	2021-2022	INDHUMATHI M	TCS	107
23.	2021-2022	JANANI M	STOICS-IT	127
24.	2021-2022	JAYA PRIYA G	5K CAR CARE SERVICES	132
25.	2021-2022	JEGAN M	STOICS-IT	133
26.	2021-2022	JOAQUIN RAJ S	REVATURE	138
27.	2021-2022	JOTHIKA M	STOICS-IT	144
28.	2021-2022	KIRTHIKA K	TCS	149
29.	2021-2022	KRISHNA SREE K	5K CAR CARE SERVICES	169
30.	2021-2022	MARI VIGNESH R	TCS	170
31.	2021-2022	NANDHINI S	STOICS-IT	190
32.	2021-2022	NANDHINI T	5K CAR CARE SERVICES	322
33.	2021-2022	NAVEENDRAN S	ATOS SYNTEL	195
34.	2021-2022	NAVEEN KUMAR K	INFOSYS	403
35.	2021-2022	OVIYA PRIYADHARSHINI V	WIPRO	199
36.	2021-2022	POORNA KUMAR R	TCS	204
37.	2021-2022	PRADEEPA R	5K CAR CARE SERVICES	248
38.	2021-2022	PRATHIBA M	ZOHO CORP	210
39.	2021-2022	PRIYADHARSHINI V	TCS	383
40.	2021-2022	PUNITH BABU M	TCS	216
41.	2021-2022	SARANYA S	5K CAR CARE SERVICES	249
42.	2021-2022	SHERLINE SNEHA M	CAPGEMINI	269



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43.	2021-2022	SHREEVATHSAN N S R	PURPLESLATE	378
44.	2021-2022	SRIVANI S	5K CAR CARE SERVICES	325
45.	2021-2022	SUDHAN M	ASHOK LEYLAND	240
46.	2021-2022	SURIYA KUMAR V	5K CAR CARE SERVICES	250
47.	2021-2022	THARUNSHANKAR S S	TCS	352
48.	2021-2022	VIGNESH R	WIPRO	326
49.	2021-2022	VIJAY G	STOICS-IT	242
50.	2021-2022	VIJAYA SUBHA G	CAPGEMINI	349
51.	2021-2022	YOGALAKSHMI B	HEXAWARE	372
52.	2020-2021	AISHWARIYA K	AMERICAN MEGA TRENDS	251
53.	2020-2021	GAJAPRIYA N	COGNIZANT TECHNOLOGIES SOLUTIONS	266
54.	2020-2021	JEEVA NIVASAN R	COGNIZANT TECHNOLOGIES SOLUTIONS	252
55.	2020-2021	KARANKUMAR M	BONBLOC TECHNOLOGIES PVT LTD	254
56.	2020-2021	KAVIYA V	TCS CORPORATION	255
57.	2020-2021	KHOSHIKA KRUBA	BRIGHT AND RIVER PVT. LTD.	324
58.	2020-2021	KOWSHIKA.D	BRIGHT AND RIVER PVT. LTD.	323
59.	2020-2021	KRITHIGA M	TCS CORPORATION	256
60.	2020-2021	PANDIMURUGAN M	ACCENTURE	257
61.	2020-2021	NIVETHA D	COGNIZANT TECHNOLOGIES SOLUTIONS	258
62.	2020-2021	PARTHIBA A	INSPIRISYS	259
63.	2020-2021	PRAKASH K	HI-TECH COMPANY SW SOLUTIONS	260
64.	2020-2021	PREM KUMAR J	TCS CORPORATION	261
65.	2020-2021	RABIA RIZWANA M	OPTISOL SOLUTIONS/SERVICES	262
66.	2020-2021	SANTHOSH KUMAR B	GAIN UP INDUSTRIES PRIVATE LIMITED	263
67.	2020-2021	SHRUTHI S	TCS CORPORATION	264
68.	2020-2021	SUVEDHA. G	BRIGHT AND RIVER PVT. LTD.	206
69.	2020-2021	SWATHY V	BRIGHT AND RIVER PVT. LTD.	322
70.	2020-2021	VAISHNAVI R	HASH DHRONAS	265
71.	2019-2020	ABINAYA V	RED HAT-SCHOOL OF LINUX	272
72.	2019-2020	ABIRAMI S	ATOS SYNTEL	273
73.	2019-2020	ANUSH RATHNA B	BSA CORPORATION LIMITED(FLEX)	271
74.	2019-2020	AVANTHIGA SK	TATA CONSULTANCY SERVICES	275
75.	2019-2020	AYSWARIYAA VP	BSA CORPORATION LIMITED(FLEX)	271
76.	2019-2020	BHARATHI S	SERVICE DIVISION OF NAGA LIMITED	276
77.	2019-2020	BHUVANESWARI K	INFOSYS LIMITED	277
78.	2019-2020	DIVYA SHREE D K	INFOSYS LIMITED	278
79.	2019-2020	GOPI KRD	PIRAI INFOTECH	279
80.	2019-2020	GOWSHIKKA K	BSA CORPORATION LIMITED(FLEX)	271
81.	2019-2020	GUHAN A	EFFIVITY TECHNOLOGIES	280
82.	2019-2020	KALVIRAYAN B	BSA CORPORATION LIMITED(FLEX)	271
83.	2019-2020	MAHESWARAN KR	OSIZ TECHNOLOGIES	281
84.	2019-2020	MAHJAFINNISHA M	BSA CORPORATION LIMITED(FLEX)	271
85.	2019-2020	MANISHA S	AR XT LABS. PRIVATE LIMITEDDP	282
86.	2019-2020	MEENA N	BSA CORPORATION LIMITED(FLEX)	271
87.	2019-2020	MENAKA N	BSA CORPORATION LIMITED(FLEX)	271



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88.	2019-2020	NAGARAJ R	BSA CORPORATION LIMITED(FLEX)	271
89.	2019-2020	NILANI M	BSA CORPORATION LIMITED(FLEX)	271
90.	2019-2020	NITHISH KUMAR M	RED HAT-SCHOOL OF LINUX	284
91.	2019-2020	ROSELINE JAYASHREE J	RED HAT-SCHOOL OF LINUX	285
92.	2019-2020	SHALINI R	BSA CORPORATION LIMITED(FLEX)	271
93.	2019-2020	SHANGAVI R	BSA CORPORATION LIMITED(FLEX)	271
94.	2019-2020	SHANMUGAPRIYA B	AR XT LABS. PRIVATE LIMITED	286
95.	2019-2020	SHANMUGAPRIYA K	BSA CORPORATION LIMITED(FLEX)	271
96.	2019-2020	SHIFANA SHEERIN A	BSA CORPORATION LIMITED(FLEX)	271
97.	2019-2020	SOUNDHARYA A	RED HAT-SCHOOL OF LINUX	288
98.	2019-2020	SUBALAKSHMI V	BSA CORPORATION LIMITED(FLEX)	271
99.	2019-2020	SUBHA S	ATOS SYNTEL	289
100.	2019-2020	SUGAPRIYA R	BSA CORPORATION LIMITED(FLEX)	271
101.	2019-2020	VIJAYALAKSHMI R	BSA CORPORATION LIMITED(FLEX)	271
102.	2019-2020	VIMALA KARTHIKA P	BSA CORPORATION LIMITED(FLEX)	271
103.	2019-2020	VISHNU PRIYA V	BSA CORPORATION LIMITED(FLEX)	271
104.	2018-2019	ARUN PANDIYAN V	PALANI MURUGAN TEMPLE DEVASTHANAM	290
105.	2018-2019	DHANANANDHINI D	RED HAT-SCHOOL OF LINUX	291
106.	2018-2019	GANESHRAJ M	RED HAT-SCHOOL OF LINUX	292
107.	2018-2019	HARINI K K	CAPGEMINI	293
108.	2018-2019	KEERTHANA P	GENNEXT PLM PVT. LTD.	295
109.	2018-2019	KEERTHINI M	RHEINBRUCKE IT CONSULTING PVT. LTD.	296
110.	2018-2019	KOKILA K	TCS	297
111.	2018-2019	MAGESHWARAN S K	HOTFOOT TECHNOLOGY SOLUTIONS	298
112.	2018-2019	MALINI E	RED HAT-SCHOOL OF LINUX	299
113.	2018-2019	MATHAN KUMAR J	VERNALIS SYSTEMS	301
114.	2018-2019	NAVEENA N	WINWAYS	302
115.	2018-2019	PANDEESWARY G	SLUBSY TECHNOLOGIES PVT LTD.,	303
116.	2018-2019	RAMA SANKARI N	SLUBSY TECHNOLOGIES PVT LTD.,	304
117.	2018-2019	SACHIN BABU S	SHADOWFAX TECHNOLOGIES PVT LMT.	305
118.	2018-2019	SARANYA M	TCS	307
119.	2018-2019	SARAVANA KARTHIK R	CODILAR TECHNOLOGIES PVT LTD	308
120.	2018-2019	SHAFURA YAASMIN M	WINWAYS	309
121.	2018-2019	SHALINI G	TCS	310
122.	2018-2019	SHARMILA BANU A	CRAYONTE TECHNOLOGY PVT. LIMITED	311
123.	2018-2019	SOUNDARYA S L	INFOSYS LIMITED	313
124.	2018-2019	SOWMIYA C	WINWAYS	314
125.	2018-2019	SUGUNA S	TCS	316



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126.	2018-2019	SUSMITHA S	BLACKBOARD INC.	317
127.	2018-2019	VIDHYA S	TCS	318
128.	2018-2019	VINITHA S	WINWAYS	319



**Ref: 453/ 2023-2024/Trainee  
June 12 2023**

**Vasanth Nedumaran  
1504**

**Subject – Appointment Letter**

Dear **Mr. Vasanth Nedumaran**

Further to our offer letter dated **May 18 2023**, we have pleasure in appointing you as "**Associate Technical Consultant**" in grade **G1** at **Chennai** location effective on **June 12 2023** the terms stipulated herein: You will be on Training for a period of 12 months from your date of joining. At the end of your Training period, your performance will be evaluated. Upon Successful Completion of the training period and based on your performance your grade and designation will be revised as "**Senior Associate Technical Consultant**" Communication to this effect will be given through formal notification.

Your Total Compensation will be **Rs.300000/- Rupees (Three Lakhs only)**. Please refer to Annexure 1 for details of your compensation and statutory deductions.

Matters of compensation are strictly confidential and you should not disclose or divulge the same to anyone except the representatives from the HR department.

Your employment with us will be governed by the terms and conditions as specified in Annexure 2.

Kindly acknowledge the acceptance of the appointment by signing this letter. Your copy of the same will be shared to you in the electronic form from the HR Communication e-mail ID.

For any further clarifications or inputs, please feel free to connect with – **Ms. Gowthami T @ extn - 1103.**

We wish you a long and rewarding career with 4iApps Solutions (P) Ltd.

for **4iApps Solutions (P) Ltd.,**

A handwritten signature in black ink, appearing to read 'T. Gowthami'.

**Gowthami T  
Manager – HR**

HQ, 2nd Floor,  
Kazhipattur (OMR)  
Chennai - 603103.

T : +91 44 6638 0000

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CIN U72200TN2008PTC068041

4 i a p p s . c o m



**Enclosed :** Annexure 1 – Total Compensation Details

Annexure 2 – Terms and Conditions of Employment  
Annexure 3 – Background Verification form and Letter of Authorization  
Annexure 4 – Business Conduct Guidelines  
Annexure 5 – Employee Invention and Confidentiality Agreement  
Annexure 6 – Employee Exit Agreement  
Annexure 7 – Medical Fitness Self Declaration  
Annexure 8 – Document Checklist  
Annexure 9 – Declaration and Authorization by Applicant

**Accepted:**

**Name** :  
**Signature** :  
**Place** :  
**Date** :



## ANNEXURE – 1

### Annexure 1 - Compensation and Benefits

Name	<b>Vasanth Nedumaran</b>	
Designation	<b>Associate Technical Consultant</b>	
Grade	<b>G1</b>	
<b>Salary Components</b>	<b>Annually</b>	
Basic	90,000	
HRA	45,000	
Conveyance	19,200	
Special Allowance (FBP*)	83,400	
Statutory Bonus	16,800	
Work From Home Allowance	24,000	
PF (Company Contribution)	21,600	
<b>A. Total Fixed Pay</b>	<b>3,00,000</b>	
<b>B. Company Performance Linked Pay (CPL)</b>	<b>-</b>	
<b>Annual Compensation (A+B)</b>	<b>3,00,000</b>	
<b>Additional Benefits</b>		
Gratuity	<b>4,327</b>	
Mediclaim, Accident and Life Insurance Premium	<b>23,271</b>	
<b>Total CTC (A+B+Additional Benefits)</b>	<b>3,27,598</b>	
<b>Reference Points</b>		
<b>I. Flexible Benefit Plan (FBP) from the Special Allowance Component</b>		
1. An employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills.		
2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance		
<b>II. - Work from Home Allowance</b>		
1. Work from Home allowance to cover expenses related to WiFi, Internet, phone, workstation and other ergonomic set-ups.		
<b>III. - Company Performance Linked (CPL) Pay</b>		
1. The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.		
<b>III. Insurance Policies provided by Company</b>		
1. Sum Insured for Group Mediclaim Insurance .	<b>Rs.5,00,000/-</b>	
2. Sum Insured for Group Personal Accident Insurance .	<b>Rs.10,00,000/-</b>	
3. Sum Assured for Group Life Insurance.	<b>Rs.30,00,000/-</b>	
<b>V. Statutory Benefits &amp; Retirals</b>		
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon continuous service of 5 years or more.		
<b>VI. IT &amp; Statutory Deductions</b>		
1. Tax Deducted at Source (TDS) as per one's income and investments		
2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)		
<b>VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :</b>		
1.Will be computed on the basis of basic.The Salary structure of the company may be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.		
<b>VIII Terms and Conditions of Employment :</b>		
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook. 4iApps Solutions reserves the right to amend its policies and procedures at any		

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**

# KrishTeck Technologies

439, ThiruNagar Ext, Karkanar Street, SBI Colony, Salem - 636004

<https://krischtecktechnologies.com> • [hrd@krischtecktechnologies.com](mailto:hrd@krischtecktechnologies.com)

[helpdesk@krischtecktechnologies.com](mailto:helpdesk@krischtecktechnologies.com) ; 84897-68049 ; 0427-4512042



## JOB APPOINTMENT LETTER

Date: 21 July 2023

**Kubendhra S ,**  
22/106C ,  
NVGB HALL ROAD, NAGAL NAGAR,  
DINDIGUL .

Greetings Kubendhra S ,

Based on your job Application and Acceptance of our job offer with KrishTeck Technologies and the interviews you conducted with us, we are pleased to offer you a position as HR Executive in Grade-3 (G3) in our company.

**Trainee ID:** aiBT8C

**Appointment:** Your Appointment as HR Executive begin on 27 July 2023, and you will be on probation for Three (3) months following your appointment. Your Probation period Salary , First 20 days Basic Training without Salary and All connected Rules and Regulations are well explained in your Final Interview.After completing the first 20 working days of Basic Training, we will formally enter into a work agreement with you for a period of 6 months without 3 months probation period.

**Be Ready:** Keep your laptop, Net connection, Unlimited recharged sim card ready to start the work.

**Salary:** Your Total CTC will be INR 2,16,000/- (Rupees Two Lakhs and Sixteen Thousands Only - per annum CTC amount) payable in monthly instalments, subject to statutory and other deductions as per company policy. Also you have been clearly told in the final interview that if you are found to have poor or low performance in your job, you will be paid only ₹2500/ ( Two Thousands And Five Hundreds Only)- per month for both Probation and Working Period.

**Probation Term:** The probationary period of three months will commence from the date of completion of the first 20 days of training.This may be extended at the discretion of KrishTeck Technologies.

**Working Hours:** The working hours will be 10.00 a.m. to 06.00 pm. The firm usually operates six days a week. You will be expected to work six days a week, with your weekly rest day always being Sunday.

**Leaves:** Each year, you will be entitled to selected 12 Govt Holidays and 12 Casual leaves. All leave requests must be filed in writing to your supervisor prior to the specified duration of time.

**Location for Employment:** Work From Home

**Notice Period:** You must offer a 30-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of one month .

Regards,  
HR Manager,  
KrishTeck Technologies,  
HR Recruitment Cell,  
Salem.  
84897-68049.  
<https://krischtecktechnologies.com>  
[hrd@krischtecktechnologies.com](mailto:hrd@krischtecktechnologies.com)  
[helpdesk@krischtecktechnologies.com](mailto:helpdesk@krischtecktechnologies.com)





**Ref: 449/ 2023-2024/Trainee**

**June 12 2023**

**Benazir Syed moulana**  
**1500**

**Subject – Appointment Letter**

Dear **Ms. Benazir Syed moulana**

Further to our offer letter dated **May 18 2023**, we have pleasure in appointing you as "**Associate Technical Consultant**" in grade **G1** at **Chennai** location effective on **June 12 2023** the terms stipulated herein: You will be on Training for a period of 12 months from your date of joining. At the end of your Training period, your performance will be evaluated. Upon Successful Completion of the training period and based on your performance your grade and designation will be revised as "**Senior Associate Technical Consultant**" Communication to this effect will be given through formal notification.

Your Total Compensation will be **Rs.300000/- Rupees (Three Lakhs only)**. Please refer to Annexure 1 for details of your compensation and statutory deductions.

Matters of compensation are strictly confidential and you should not disclose or divulge the same to anyone except the representatives from the HR department.

Your employment with us will be governed by the terms and conditions as specified in Annexure 2.

Kindly acknowledge the acceptance of the appointment by signing this letter. Your copy of the same will be shared to you in the electronic form from the HR Communication e-mail ID.

For any further clarifications or inputs, please feel free to connect with – **Ms. Gowthami T @ extn - 1103.**

We wish you a long and rewarding career with 4iApps Solutions (P) Ltd.

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T**  
**Manager – HR**

HQ, 2nd Floor,  
Kazhipattur (OMR)  
Chennai - 603103.

T : +91 44 6638 0000

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CIN U72200TN2008PTC068041

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**Enclosed :** Annexure 1 – Total Compensation Details

Annexure 2 – Terms and Conditions of Employment  
Annexure 3 – Background Verification form and Letter of Authorization  
Annexure 4 – Business Conduct Guidelines  
Annexure 5 – Employee Invention and Confidentiality Agreement  
Annexure 6 – Employee Exit Agreement  
Annexure 7 – Medical Fitness Self Declaration  
Annexure 8 – Document Checklist  
Annexure 9 – Declaration and Authorization by Applicant

**Accepted:**

**Name** :  
**Signature** :  
**Place** :  
**Date** :

CIN U72200TN2008PTC068041



## ANNEXURE – 1

### Annexure 1 - Compensation and Benefits

Name	Benzair Syed moulana
Designation	Associate Technical Consultant
Grade	G1
<b>Salary Components</b>	<b>Annually</b>
Basic	90,000
HRA	45,000
Conveyance	19,200
Special Allowance (FBP*)	83,400
Statutory Bonus	16,800
Work From Home Allowance	24,000
PF (Company Contribution)	21,600
<b>A. Total Fixed Pay</b>	<b>3,00,000</b>
<b>B. Company Performance Linked Pay (CPL)</b>	<b>-</b>
<b>Annual Compensation (A+B)</b>	<b>3,00,000</b>
<b>Additional Benefits</b>	
Gratuity	4,327
Mediclaim, Accident and Life Insurance Premium	23,271
<b>Total CTC (A+B+Additional Benefits)</b>	<b>3,27,598</b>
<b>Reference Points</b>	
<b>I. Flexible Benefit Plan (FBP) from the Special Allowance Component</b>	
1. An employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills.	
2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance	
<b>II. - Work from Home Allowance</b>	
1. Work from Home allowance to cover expenses related to Wifi, Internet, phone, workstation and other ergonomic set-ups.	
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1. The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.	
<b>III. Insurance Policies provided by Company</b>	
1. Sum Insured for Group Mediclaim Insurance .	<b>Rs.5,00,000/-</b>
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3. Sum Assured for Group Life Insurance.	<b>Rs.30,00,000/-</b>
<b>V. Statutory Benefits &amp; Retirals</b>	
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon continuous service of 5 years or more.	
<b>VI. IT &amp; Statutory Deductions</b>	
1. Tax Deducted at Source (TDS) as per one's income and investments	
2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)	
<b>VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :</b>	
1. Will be computed on the basis of basic. The Salary structure of the company may be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.	
<b>VIII Terms and Conditions of Employment :</b>	
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook. 4iApps Solutions reserves the right to amend its policies and procedures at any	

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**



**Ref: 450/ 2023-2024/Trainee  
June 12 2023**

**Catherin Freeda F  
1501**

**Subject – Appointment Letter**

Dear **Ms. Catherin Freeda F**

Further to our offer letter dated **May 18 2023**, we have pleasure in appointing you as "**Associate Technical Consultant**" in grade **G1** at **Chennai** location effective on **June 12 2023** the terms stipulated herein: You will be on Training for a period of 12 months from your date of joining. At the end of your Training period, your performance will be evaluated. Upon Successful Completion of the training period and based on your performance your grade and designation will be revised as "**Senior Associate Technical Consultant**" Communication to this effect will be given through formal notification.

Your Total Compensation will be **Rs.300000/- Rupees (Three Lakhs only)**. Please refer to Annexure 1 for details of your compensation and statutory deductions.

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For any further clarifications or inputs, please feel free to connect with – **Ms. Gowthami T @ extn - 1103.**

We wish you a long and rewarding career with 4iApps Solutions (P) Ltd.

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**

HQ, 2nd Floor,  
Kazhipattur (OMR)  
Chennai - 603103.

T : +91 44 6638 0000

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CIN U72200TN2008PTC068041

4 i a p p s . c o m



**Enclosed :** Annexure 1 – Total Compensation Details

Annexure 2 – Terms and Conditions of Employment  
Annexure 3 – Background Verification form and Letter of Authorization  
Annexure 4 – Business Conduct Guidelines  
Annexure 5 – Employee Invention and Confidentiality Agreement  
Annexure 6 – Employee Exit Agreement  
Annexure 7 – Medical Fitness Self Declaration  
Annexure 8 – Document Checklist  
Annexure 9 – Declaration and Authorization by Applicant

**Accepted:**

**Name** :  
**Signature** :  
**Place** :  
**Date** :

CIN U72200TN2008PTC068041



## ANNEXURE – 1

### Annexure 1 - Compensation and Benefits

Name	Catherin Freeda F
Designation	Associate Technical Consultant
Grade	G1
<b>Salary Components</b>	<b>Annually</b>
Basic	90,000
HRA	45,000
Conveyance	19,200
Special Allowance (FBP*)	83,400
Statutory Bonus	16,800
Work From Home Allowance	24,000
PF (Company Contribution)	21,600
<b>A. Total Fixed Pay</b>	<b>3,00,000</b>
<b>B. Company Performance Linked Pay (CPL)</b>	<b>-</b>
<b>Annual Compensation (A+B)</b>	<b>3,00,000</b>
<b>Additional Benefits</b>	
Gratuity	4,327
Mediclaim, Accident and Life Insurance Premium	23,271
<b>Total CTC (A+B+Additional Benefits)</b>	<b>3,27,598</b>
<b>Reference Points</b>	
<b>I. Flexible Benefit Plan (FBP) from the Special Allowance Component</b>	
1. An employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills.	
2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance	
<b>II. - Work from Home Allowance</b>	
1. Work from Home allowance to cover expenses related to Wifi, Internet, phone, workstation and other ergonomic set-ups.	
<b>III. - Company Performance Linked (CPL) Pay</b>	
1. The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.	
<b>III. Insurance Policies provided by Company</b>	
1. Sum Insured for Group Mediclaim Insurance .	Rs.5,00,000/-
2. Sum Insured for Group Personal Accident Insurance .	Rs.10,00,000/-
3. Sum Assured for Group Life Insurance.	Rs.30,00,000/-
<b>V. Statutory Benefits &amp; Retirals</b>	
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon continuous service of 5 years or more.	
<b>VI. IT &amp; Statutory Deductions</b>	
1. Tax Deducted at Source (TDS) as per one's income and investments	
2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)	
<b>VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :</b>	
1. Will be computed on the basis of basic. The Salary structure of the company may be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.	
<b>VIII Terms and Conditions of Employment :</b>	
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook. 4iApps Solutions reserves the right to amend its policies and procedures at any	

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**



**Ref: 451/ 2023-2024/Trainee  
June 12 2023**

**Devadharshini Saravanan  
1502**

**Subject – Appointment Letter**

Dear **Ms. Devadharshini Saravanan**

Further to our offer letter dated **May 18 2023**, we have pleasure in appointing you as "**Associate Technical Consultant**" in grade **G1** at **Chennai** location effective on **June 12 2023** the terms stipulated herein: You will be on Training for a period of 12 months from your date of joining. At the end of your Training period, your performance will be evaluated. Upon Successful Completion of the training period and based on your performance your grade and designation will be revised as "**Senior Associate Technical Consultant**" Communication to this effect will be given through formal notification.

Your Total Compensation will be **Rs.300000/- Rupees (Three Lakhs only)**. Please refer to Annexure 1 for details of your compensation and statutory deductions.

Matters of compensation are strictly confidential and you should not disclose or divulge the same to anyone except the representatives from the HR department.

Your employment with us will be governed by the terms and conditions as specified in Annexure 2.

Kindly acknowledge the acceptance of the appointment by signing this letter. Your copy of the same will be shared to you in the electronic form from the HR Communication e-mail ID.

For any further clarifications or inputs, please feel free to connect with – **Ms. Gowthami T @ extn - 1103.**

We wish you a long and rewarding career with 4iApps Solutions (P) Ltd.

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**

HQ, 2nd Floor,  
Kazhipattur (OMR)  
Chennai - 603103.

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**Enclosed :** Annexure 1 – Total Compensation Details

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Annexure 8 – Document Checklist  
Annexure 9 – Declaration and Authorization by Applicant

**Accepted:**

**Name** :  
**Signature** :  
**Place** :  
**Date** :

CIN U72200TN2008PTC068041



## ANNEXURE – 1

### Annexure 1 - Compensation and Benefits

<b>Name</b>	<b>Devadharshini Saravanan</b>
<b>Designation</b>	<b>Associate Technical Consultant</b>
<b>Grade</b>	<b>G1</b>
<b>Salary Components</b>	<b>Annually</b>
Basic	90,000
HRA	45,000
Conveyance	19,200
Special Allowance (FBP*)	83,400
Statutory Bonus	16,800
Work From Home Allowance	24,000
PF (Company Contribution)	21,600
<b>A. Total Fixed Pay</b>	<b>3,00,000</b>
<b>B. Company Performance Linked Pay (CPL)</b>	<b>-</b>
<b>Annual Compensation (A+B)</b>	<b>3,00,000</b>
<b>Additional Benefits</b>	
Gratuity	4,327
Mediclaim, Accident and Life Insurance Premium	23,271
<b>Total CTC (A+B+Additional Benefits)</b>	<b>3,27,598</b>
<b>Reference Points</b>	
<b>I. Flexible Benefit Plan (FBP) from the Special Allowance Component</b>	
1. An employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills.	
2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance	
<b>II. - Work from Home Allowance</b>	
1. Work from Home allowance to cover expenses related to Wifi, Internet, phone, workstation and other ergonomic set-ups.	
<b>III. - Company Performance Linked (CPL) Pay</b>	
1. The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.	
<b>III. Insurance Policies provided by Company</b>	
1. Sum Insured for Group Mediclaim Insurance .	<b>Rs.5,00,000/-</b>
2. Sum Insured for Group Personal Accident Insurance .	<b>Rs.10,00,000/-</b>
3. Sum Assured for Group Life Insurance.	<b>Rs.30,00,000/-</b>
<b>V. Statutory Benefits &amp; Retirals</b>	
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon continuous service of 5 years or more.	
<b>VI. IT &amp; Statutory Deductions</b>	
1. Tax Deducted at Source (TDS) as per one's income and investments	
2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)	
<b>VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :</b>	
1. Will be computed on the basis of basic. The Salary structure of the company may be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.	
<b>VIII Terms and Conditions of Employment :</b>	
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook. 4iApps Solutions reserves the right to amend its policies and procedures at any	

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**



**Ref: 452/ 2023-2024/Trainee  
June 12 2023**

**Dineshkumar Balasubramani  
1503**

**Subject – Appointment Letter**

Dear **Mr. Dineshkumar Balasubramani**

Further to our offer letter dated **May 18 2023**, we have pleasure in appointing you as "**Associate Technical Consultant**" in grade **G1** at **Chennai** location effective on **June 12 2023** the terms stipulated herein: You will be on Training for a period of 12 months from your date of joining. At the end of your Training period, your performance will be evaluated. Upon Successful Completion of the training period and based on your performance your grade and designation will be revised as "**Senior Associate Technical Consultant**" Communication to this effect will be given through formal notification.

Your Total Compensation will be **Rs.300000/- Rupees (Three Lakhs only)**. Please refer to Annexure 1 for details of your compensation and statutory deductions.

Matters of compensation are strictly confidential and you should not disclose or divulge the same to anyone except the representatives from the HR department.

Your employment with us will be governed by the terms and conditions as specified in Annexure 2.

Kindly acknowledge the acceptance of the appointment by signing this letter. Your copy of the same will be shared to you in the electronic form from the HR Communication e-mail ID.

For any further clarifications or inputs, please feel free to connect with – **Ms. Gowthami T @ extn - 1103.**

We wish you a long and rewarding career with 4iApps Solutions (P) Ltd.

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**

HQ, 2nd Floor,  
Kazhipattur (OMR)  
Chennai - 603103.

T : +91 44 6638 0000

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**Enclosed :** Annexure 1 – Total Compensation Details

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Annexure 8 – Document Checklist  
Annexure 9 – Declaration and Authorization by Applicant

**Accepted:**

**Name** :  
**Signature** :  
**Place** :  
**Date** :

CIN U72200TN2008PTC068041



## ANNEXURE – 1

### Annexure 1 - Compensation and Benefits

Name	Dineshkumar Balasubramani
Designation	Associate Technical Consultant
Grade	G1
<b>Salary Components</b>	<b>Annually</b>
Basic	90,000
HRA	45,000
Conveyance	19,200
Special Allowance (FBP*)	83,400
Statutory Bonus	16,800
Work From Home Allowance	24,000
PF (Company Contribution)	21,600
<b>A. Total Fixed Pay</b>	<b>3,00,000</b>
<b>B. Company Performance Linked Pay (CPL)</b>	<b>-</b>
<b>Annual Compensation (A+B)</b>	<b>3,00,000</b>
<b>Additional Benefits</b>	
Gratuity	4,327
Mediclaim, Accident and Life Insurance Premium	23,271
<b>Total CTC (A+B+Additional Benefits)</b>	<b>3,27,598</b>
<b>Reference Points</b>	
<b>I. Flexible Benefit Plan (FBP) from the Special Allowance Component</b>	
1. An employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills.	
2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance	
<b>II. - Work from Home Allowance</b>	
1. Work from Home allowance to cover expenses related to Wifi, Internet, phone, workstation and other ergonomic set-ups.	
<b>III. - Company Performance Linked (CPL) Pay</b>	
1. The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.	
<b>III. Insurance Policies provided by Company</b>	
1. Sum Insured for Group Mediclaim Insurance .	<b>Rs.5,00,000/-</b>
2. Sum Insured for Group Personal Accident Insurance .	<b>Rs.10,00,000/-</b>
3. Sum Assured for Group Life Insurance.	<b>Rs.30,00,000/-</b>
<b>V. Statutory Benefits &amp; Retirals</b>	
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon continuous service of 5 years or more.	
<b>VI. IT &amp; Statutory Deductions</b>	
1. Tax Deducted at Source (TDS) as per one's income and investments	
2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)	
<b>VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :</b>	
1. Will be computed on the basis of basic. The Salary structure of the company may be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.	
<b>VIII Terms and Conditions of Employment :</b>	
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook. 4iApps Solutions reserves the right to amend its policies and procedures at any	

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**

# HOME

# Pirai

## Akash S

PI-IN-098

Blood Group

O+

Mobile

7339442964

# HOME

21

# HOME Pirai<sup>o</sup>



In case this card is found outside of its original location, please contact the number listed.

## Emergency Contact

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 8344120977

## Office

---

6, 32, Kamaraj Rd,  
Arumugam Nagar, Mahalingapuram,  
Pollachi, Tamil Nadu 642002

## Contact - HR

---

 +91 4259 223677 / +91 7397629479  
**HOME**

 hpt@piraiinfo.com

# HOME

# Pirai

## Dhanushkodi R

PI-IN-099

Blood Group

O+

Mobile

9600325408



# HOME

23

# HOME Pirai<sup>o</sup>



In case this card is found outside of its original location, please contact the number listed.

## Emergency Contact

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 9965445408

## Office

---

6, 32, Kamaraj Rd,  
Arumugam Nagar, Mahalingapuram,  
Pollachi, Tamil Nadu 642002

## Contact - HR

---

 +91 4259 223671 / 97397629479  
**HOME**

 hpt@piraiinfo.com

# HOME

# Pirai

## Madhumitha M

PI-IN-101

Blood Group

O+

Mobile

7695839191

# HOME

25

# HOME Pirai<sup>o</sup>



In case this card is found outside of its original location, please contact the number listed.

## Emergency Contact

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 9843540088

## Office

---

6, 32, Kamaraj Rd,  
Arumugam Nagar, Mahalingapuram,  
Pollachi, Tamil Nadu 642002

## Contact - HR

---

 +91 4259 223677 / +91 7397629479  
**HOME**

 hpt@piraiinfo.com

# HOME

# Pirai

## Ramji K

PI-IN-102



Blood Group

B +

Mobile

8870383837

# HOME

27

# HOME Pirai<sup>o</sup>



In case this card is found outside of its original location, please contact the number listed.

## Emergency Contact

---

 9976136582

## Office

---

6, 32, Kamaraj Rd,  
Arumugam Nagar, Mahalingapuram,  
Pollachi, Tamil Nadu 642002

## Contact - HR

---

 +91 4259 223677 / +91 7397629479  
**HOME**

 hpt@piraiinfo.com

# HOME

# Pirai Sahul Hameed A

PI-IN-103



Blood Group

A1B+

Mobile

7708684532



# HOME

29

# HOME Pirai<sup>o</sup>



In case this card is found outside of its original location, please contact the number listed.

## Emergency Contact

---

 9629026917

## Office

---

6, 32, Kamaraj Rd,  
Arumugam Nagar, Mahalingapuram,  
Pollachi, Tamil Nadu 642002

## Contact - HR

---

 +91 4259 223677 / +91 7397629479  
**HOME**

 hpt@piraiinfo.com

# HOME

# Pirai

## Vigneshwaran V

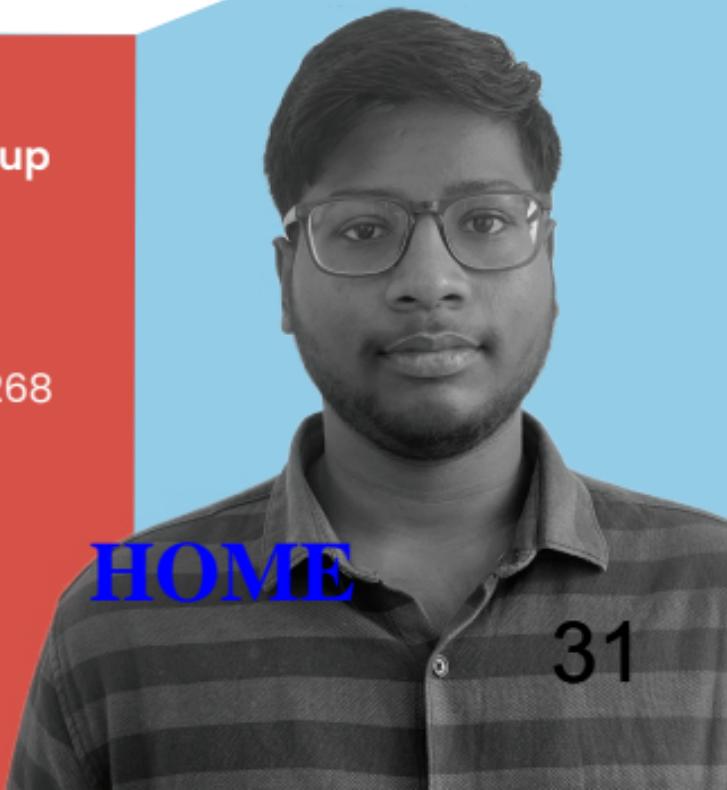
PI-IN-104

Blood Group

O+

Mobile

8760628268



# HOME

31

# HOME Pirai<sup>o</sup>



In case this card is found outside of its original location, please contact the number listed.

## Emergency Contact

---

 9976912041

## Office

---

6, 32, Kamaraj Rd,  
Arumugam Nagar, Mahalingapuram,  
Pollachi, Tamil Nadu 642002

## Contact - HR

---

 +91 4259 223677 / +91 7397629479  
**HOME**

 hpt@piraiinfo.com



27th July 2023

A JOSI ISITHOR  
1/29, SOOSAIPATTI, SOUTH STREET  
H.R. KOTTAI (PO),  
DINDIGUL, TAMILNADU-624303

Dear Miss. JOSI ISITHOR A,

Congratulations! We are pleased to confirm that you have been selected to work for **THINKBIG INFOTECH (INDIA) PRIVATE LIMITED**. We are delighted to make you the following job offer.

The position we are offering you is that of **JUNIOR DEVELOPER** at a monthly salary of **Rs 10,000** with an annual cost to company **Rs 1,20,000**. This position reports to DIRECTOR, SHANMUGAM D. Your working hours will be from 9AM to 6:30PM, MONDAY to FRIDAY.

We would like you to start work on **31st JULY 2023 at 10:30 AM**. Please report to NALLAISAMY, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our THINKBIG INFOTECH and look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Shanmugam".

SHANMUGAM D  
DIRECTOR  
FAITH CONSULTANCY

May 18, 2023

Dear Mr. Ruban M,

**SUB: Employment offer as Associate Technical Consultant**

Further to the submission of your candidature and the subsequent interviews you had with us, we are pleased to offer you the position of **Associate Technical Consultant** in grade **G1** with 4i Apps Solutions Private Limited.

Your total CTC will be **INR 3,13,522.00** (Indian Rupees Three Lakh Thirteen Thousand Five Hundred Twenty Two Only) per annum.

Please refer the Annexure – 1 enclosed herewith for a detailed break-up of your compensation and benefits offered.

You will be enrolled as a Trainee for a period of 1 year from your date of joining. At the end of 1 Year, your performance will be evaluated. Upon successful completion of the training period and based on your performance your grade and designation will be revised as **Senior Associate Technical Consultant – G2**.

You will be required to sign a bond for a period of 3 years from the date of joining. In case you choose to resign / leave the organization prior to your completion of 3 years from date of joining, you will be liable to pay an amount of **INR 2,00,000.00 (Two Lakh Only)**. The bond will have to be signed on your date of joining.

The place of initial posting will be at Chennai; however, you are liable to be transferred to any location of the company within the group based on the organization requirement.

All other Terms & conditions of your employment will be in line with company Policies and Procedures currently in force. The company reserves the rights to add, remove or modify its existing policies and procedures at any given point in time. In such cases, the revised policy handbook will take precedence.

You will be required to join services on **22-Jun-2023**. Kindly ensure all documents as specified in the check list (TOE) are submitted on the date of your joining. The offer is not valid in the event of non-submission of the documents as required. All the documents submitted by you will be subjected to verification. If any discrepancies are found, you will be asked to separate from the company.

This offer is valid till **19-May-2023** and you are requested to confirm your acceptance of the offer terms by signing and submitting duplicate copy of the offer letter.

Yours Truly,  
for 4i Apps Solutions Private Limited



Mridusmita Das  
Manager – PD Recruitment

I accept the above terms and conditions

Mr. Ruban M

CIN U72200TN2008PTC068041

HQ, 2nd Floor,  
Kazhipattur (OMR)  
Chennai - 603103.

T : +91 44 6638 0000  
[info@4iapps.com](mailto:info@4iapps.com)

[4iapps.com](http://4iapps.com)

**Annexure 1**

Name	Mr. Ruban M
Designation	Associate Technical Consultant
Grade	G1
Salary Components	Annually (INR)
Basic	90,000.00
HRA	45,000.00
Conveyance	19,200.00
Special Allowance (FBP*)	83,400.00
Work From Home Allowance	24,000.00
Statutory Bonus	16,800.00
PF (Company contribution)	21,600.00
<b>A. Total Fixed Pay</b>	<b>3,00,000.00</b>
<b>B. Company Performance Linked Pay (CPL)</b>	<b>0.00</b>
<b>Annual Compensation (A+B)</b>	<b>3,00,000.00</b>
Additional Benefits	
Gratuity	4,327.00
Medical, Life & Accident Insurance Premium	9,195.00
<b>Total CTC (A+B+Additional Benefits)</b>	<b>3,13,522.00</b>
Reference Points	
<b>I. Flexible Benefit Plan (FBP) from the Special Allowance Component</b>	
1. An Employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills. 2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance.	
<b>II. Work from Home Allowance</b>	
1. Work from Home allowance to cover expenses related to Wifi, internet, phone, workstation and other ergonomic set-ups.	
<b>III. Company Performance Linked (CPL) Pay</b>	
1. The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.	
<b>IV. Insurance Policies provided by Company</b>	
1. Sum Insured for Group Mediclaim Insurance for a 2 Lakh / 5 Lakh cover as applicable 2. Sum Insured for Group Personal Accident Insurance: Rs. 10,00,000 (10 Lakhs) 3. Sum Assured for Group Life Insurance: Rs. 15,00,000 (15 Lakhs) * Insurance Rates and benefits are subject to change every year as per Agreements.	
<b>V. Statutory Benefits &amp; Retirals</b>	
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon coninuous service of 5 years or more.	
<b>VI. IT &amp; Statutory Deductions</b>	
1. Tax Deducted at Source (TDS) as per one's Income and Investments 2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)	
<b>VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :</b>	
1. Will be computed on the basis of basic.The Salary structure of the company many be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.	
<b>VIII. Terms and Conditions of Employment :</b>	
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook.4iApps Solutions reserves the right to amend its policies and procedures at any point in time. In such cases, the revised policy or communication will take precedence.	



## **Terms of Employment (TOE)**

### **Joining & Induction**

On your day of joining you will be required to submit the following documents mandatorily:

- \* 10th & 12th Mark list
- \* UG Consolidated Mark list & Convocation Certificate
- \* PG Consolidated Mark list & Convocation Certificate
- \* Certifications, if any
- \* Photocopy of all pages of Passport
- \* Photocopy of PAN Card
- \* 15 Passport-size photos (white background)
- \* Service Certificate of all previous employers (if having past experience)

The scanned copies of the above need to be mailed to us before your joining date. You will go through a formal Induction programme within the first week of joining 4i.

Appointment Letter and Payroll in 4i will be processed subject to complete submission of the above documents.

### **Business Working Hours & Days**

4iapps observes a 5-day working week with weekly-off on Saturday and Sunday and a 9-hour work day from 9:30hrs to 18:30hrs, which includes 30-minute break for lunch from 12:30hrs to 14:00hrs and two 15-minute breaks for tea/coffee in forenoon and afternoon.

However, depending on project contingencies, employees are expected to synchronize with global time zones, working days / hours, and this may be altered from time to time.

### **Attendance Rules**

Employees will be marking their attendance through the access cards assigned to them.

### **Mode of Employment**

Employees joining services in Grade G1 will be on Training period as per the Offer details. Those joining in Grade G2 and above will be on probation for 6 months from joining.

### **Salary Structure & Payment**

Salary processing will be as per the details mentioned in the offer letter and annexure. Besides, there is a basket of reimbursements as part of the salary structure that will consist of LTA & Food coupons. Salary for all employees will be paid on the last working day of the respective month. The same will be electronically deposited in their HDFC BANK account.

### **Dress Code while in 4iApps Chennai ODC**

Employees are to be dressed in Business Formals Monday through Wednesday. From Thursday to Sunday appropriate Business Casuals may be worn. Exceptions to the guidelines may be allowed in instances where the organization / business unit decides to come in concept-dressing.

**Business Formals for Men**

Formal trousers and full-sleeved formal shirt with formal shoes. Tie/Business Suit is to be worn compulsorily during client visits or onsite assignments.

**Business Formals for Women**

Salwar-Kameez / Churidhar-Kurta / Saris / Formal Trousers/Skirt with a Formal Top accessorized with a stole or scarf – that suit professional environment should be worn. Accessories should be tasteful and complement the formal attire; tone of jewellery should be low. Trinkets, glass bangles or noisy heels should be avoided.

**Business Casuals for Men**

Casual trousers / corduroys / jeans with collared T-Shirts or Casual Shirts. Athletic shoes and sneakers are allowed. Sandals /Chappals are not allowed.

Round-neck tees / Cargo pants / Shorts / Bermudas are not allowed.

**Business Casuals for Women**

Jeans / Tees / Tops / Kurtis / Tunics are acceptable as long as the colour or print is not too loud or overbearing. Any choice of casual wear should not be revealing, excessively form-fitted or worn out.

**Leave and other absence**

Leave cycle is from Jan – Dec.

While on Probation and Training, employees will be entitled to 1 day of leave on completion of every calendar month. The same can be accumulated till Dec of that year.

Upon confirmation, an employee will be entitled to 6 days Casual Leave (CL), 6 days Medical Leave (ML) per annum, both of which will be credited upfront. In addition to these, 1-day Privileged leave (PL) will be credited to the leave account on completion of every calendar month. PL can be accumulated, carried forward to the subsequent years and uncashed at the time of separation.

**Dress Code while in Client Location**

Irrespective of client's business / casual wear days, 4i employees will be dressed in Business Formals on all working days; men to compulsorily wear a Tie.

**Performance Appraisal and Salary Reviews**

Annual appraisals and Anniversary Appraisals (for freshers) are facilitated as per the Appraisal policy of the company.

**Notice Period**

For employees joining on Trainee or Probation mode, notice period will be immediate on either side. Relieving will be subject to clearing all the dues as specified in one's Contract Agreement/ Appointment Letter. Upon confirmation, employees will be required to serve 60 days notice from date of resignation.

Irrespective of the mode of employment (Trainee/Probationer/Confirmed), an employee will be required to serve 90 days or more as notice if he/she is assigned to a project (onsite / offshore), and will be relieved subject to clearing all dues and project deliverables.

**OFFER LETTER**

5<sup>th</sup> December 2022.

**Dear Rose Mishna M,**

It is our pleasure to extend the following offer of employment to you on behalf of Conquest Technology Solutions India Pvt. Ltd., further to the interview and discussions you have had with us. You are expected to join duty on 12<sup>th</sup> December 2022.

You are appointed to the position of a *Senior Recruitment Executive* and in this capacity, you will report directly to Mr. Mohammed Ali. As a Team Member, your remuneration will be Rs.1.80 LPA year plus performance based incentives.

Your working hours start from 7.30 PM IST to 4.30 AM IST with one-hour break and you are scheduled to work through Monday to Saturday, which is 48 hours a week.

Regular performance reviews will be done to assess your suitability. In the event of your resignation, you will be required to give at least 3 months' notice to ensure smooth transition / hand over of duties. In the event of requisite period of notice not being given, you will be liable to compensate proportionately to the extent of salary and allowances due for the period of shortfall in notice period. You shall receive your payments on or before the 5th of every month.

Offer stands canceled in case of any deviations in information or if you fail to report to me on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you on 12<sup>th</sup> December 2022.

You will need to submit your copy of your Highest Degree consolidated mark sheet, Id proof, experience letter, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining.

We look forward to an enduring relationship with yourself.

Yours sincerely,

*Ayesha Iffath  
Manager- HR & Operations.  
Conquest Technology Solutions India Pvt. Ltd.*

I accept the above terms and conditions of service.

**Employee Name Rose Mishna M,**

*Signature* \_\_\_\_\_

*Dated:*



**INDIA:** 4th Floor CSK Realtors, Humayun Nagar Mehdipatnam Hyderabad, India. 500028 Phone 040 2353 1878

**US:** 19 C Trolley Square, Wilmington, DE - USA- 19806 | Phone: 302-356-1423

**UK:** Suite 11, 611 Sipson Road West Drayton, Middlesex England, UB7 0JD. Phone: +44 2039 667 149

**Europe:** Unit 5 M.G.B Base Court, Lansdowne Road Dublin 15, Ireland.

**Australia:** 12 Dhinburri Way, Pemulway New South Wales (NSW), 2145 Phone: 0280 036 786

Email: [info@conq-tech.com](mailto:info@conq-tech.com) | [www.conq-tech.com](http://www.conq-tech.com)



**Ref: 454/ 2023-2024/Trainee  
June 12 2023**

**Yogesh Senthil Kumar  
1505**

**Subject – Appointment Letter**

Dear **Mr. Yogesh Senthil Kumar**

Further to our offer letter dated **May 18 2023**, we have pleasure in appointing you as "**Associate Technical Consultant**" in grade **G1** at **Chennai** location effective on **June 12 2023** the terms stipulated herein: You will be on Training for a period of 12 months from your date of joining. At the end of your Training period, your performance will be evaluated. Upon Successful Completion of the training period and based on your performance your grade and designation will be revised as "**Senior Associate Technical Consultant**" Communication to this effect will be given through formal notification.

Your Total Compensation will be **Rs.300000/- Rupees (Three Lakhs only)**. Please refer to Annexure 1 for details of your compensation and statutory deductions.

Matters of compensation are strictly confidential and you should not disclose or divulge the same to anyone except the representatives from the HR department.

Your employment with us will be governed by the terms and conditions as specified in Annexure 2.

Kindly acknowledge the acceptance of the appointment by signing this letter. Your copy of the same will be shared to you in the electronic form from the HR Communication e-mail ID.

For any further clarifications or inputs, please feel free to connect with – **Ms. Gowthami T @ extn - 1103.**

We wish you a long and rewarding career with 4iApps Solutions (P) Ltd.

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T  
Manager – HR**

HQ, 2nd Floor,  
Kazhipattur (OMR)  
Chennai - 603103.

T : +91 44 6638 0000

[HOME](#)

CIN U72200TN2008PTC068041

4 i a p p s . c o m



**Enclosed :** Annexure 1 – Total Compensation Details

- Annexure 2 – Terms and Conditions of Employment
- Annexure 3 – Background Verification form and Letter of Authorization
- Annexure 4 – Business Conduct Guidelines
- Annexure 5 – Employee Invention and Confidentiality Agreement
- Annexure 6 – Employee Exit Agreement
- Annexure 7 – Medical Fitness Self Declaration
- Annexure 8 – Document Checklist
- Annexure 9 – Declaration and Authorization by Applicant

**Accepted:**

**Name** :  
**Signature** :  
**Place** :  
**Date** :



CIN U72200TN2008PTC068041



### ANNEXURE – 1

<b>Annexure 1 - Compensation and Benefits</b>	
Name	<b>Yogesh Senthil Kumar</b>
Designation	<b>Associate Technical Consultant</b>
Grade	<b>G1</b>
<b>Salary Components</b>	<b>Annually</b>
Basic	90,000
HRA	45,000
Conveyance	19,200
Special Allowance (FBP*)	83,400
Statutory Bonus	16,800
Work From Home Allowance	24,000
PF (Company Contribution)	21,600
<b>A. Total Fixed Pay</b>	<b>3,00,000</b>
<b>B. Company Performance Linked Pay (CPL)</b>	<b>-</b>
<b>Annual Compensation (A+B)</b>	<b>3,00,000</b>
<b>Additional Benefits</b>	
Gratuity	4,327
Mediclaim, Accident and Life Insurance Premium	23,271
<b>Total CTC (A+B+Additional Benefits)</b>	<b>3,27,598</b>
<b>Reference Points</b>	
<b>I. Flexible Benefit Plan (FBP) from the Special Allowance Component</b>	
1. An employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills. 2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance	
<b>II. - Work from Home Allowance</b>	
1. Work from Home allowance to cover expenses related to WiFi, Internet, phone, workstation and other ergonomic set-ups.	
<b>III. - Company Performance Linked (CPL) Pay</b>	
1. The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.	
<b>III. Insurance Policies provided by Company</b>	
1. Sum Insured for Group Mediclaim Insurance .	<b>Rs.5,00,000/-</b>
2. Sum Insured for Group Personal Accident Insurance .	<b>Rs.10,00,000/-</b>
3. Sum Assured for Group Life Insurance.	<b>Rs.30,00,000/-</b>
<b>V. Statutory Benefits &amp; Retirals</b>	
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon continuous service of 5 years or more.	
<b>VI. IT &amp; Statutory Deductions</b>	
1. Tax Deducted at Source (TDS) as per one's income and investments 2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)	
<b>VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :</b>	
1. Will be computed on the basis of basic. The Salary structure of the company may be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.	
<b>VIII Terms and Conditions of Employment :</b>	
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook. 4iApps Solutions reserves the right to amend its policies and procedures at any	

for **4iApps Solutions (P) Ltd.,**

*T. Gowthami*

**Gowthami T**  
**Manager – HR**

HRD/3T/1003448330/22-23

June 27, 2022

Mr. Aravindhan Muthusubramani  
No.2/450  
Vedathri Nagar, Near Arivuthirukoil,  
Dindigul-624004  
India

Ph: +91-6383510904

Dear Aravindhan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digital signature by Richard Lobo  
Date: 2022.06.27 12:08:03 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

HRD/1003448330/22-23

June 27, 2022

Mr. Aravindhan Muthusubramani  
No.2/450  
Vedathri Nagar, Near Arivuthirukoil,  
Dindigul-624004  
India

Ph: +91-6383510904

Dear Aravindhan,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

#### **Definition**

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

**"Affiliates"** means any entity that controls, is controlled by, or is under common control with the Company.

**"Company"** refers to Infosys Limited.

**"Control"** means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

**"Training"** shall mean and include all the training that shall be imparted to you on joining the Company.

#### **Joining**

Your scheduled date of joining the employment of the Company will be **25-Aug-2022**.

#### **Location**

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

## **Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

## **Terms and Conditions during Training**

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

### **Probation and Confirmation**

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

### **Leave**

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

### **Increments and Promotions**

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

### **Transfer**

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

## Compensation and Benefits

### Salary

Your total gross salary during the first six months from the date of joining will be **INR 25,000** per month and Total Gross Salary post successful completion of six months will be **INR 30,000** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure -I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year 2021 - 22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans.

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

## Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

## Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet `Sparsh`. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure-III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature Not Verified

Digital signature by Richard Lobo  
Date: 2022.06.27 12:08:03 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

**ANNEXURE - I**  
**(Compensation during the first six months from the Date of Joining)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Aravindhan Muthusubramani</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>			
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE - II**  
 (Compensation post successful completion of six months)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Aravindhan Muthusubramani</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>			
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary*	722			
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>			
<b>4. INCENTIVE COMPONENTS</b>		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

Date: 05/04/2022

Intent to Offer

Dear Bhuvanaraja M,

Syntellect ID: ASBE202021241294

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

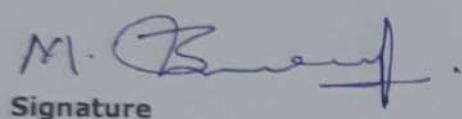
If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

**For Syntel Pvt. Ltd,**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

  
Signature

**Encl: Annexure**

ANNEXURE A**SALARY DISTRIBUTION**

<b>Name:</b>	<b>Bhuvanaraja M</b>	
<b>Designation:</b>	<b>Associate Consultant</b>	
<b>Band &amp; Grade:</b>	<b>GCM 1</b>	
<b>Pay and Allowance</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Pay	9,917	119,000
Basket of Allowances (BOA)	14,583	175,000
<b>Gross Pay &amp; Allowances</b>	<b>24,500</b>	<b>294,000</b>
Statutory Bonus	2,033	24,400
Provident Fund (PF)	1,800	21,600
<b>Statutory &amp; Retirals Benefits</b>	<b>3,833</b>	<b>46,000</b>
<b>Cost to Company (OTE)</b>	<b>28,333</b>	<b>340,000</b>

**ANNEXURE B**

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

**APPOINTMENT LETTER**

April 14, 2022

Dear V DHANUSIYA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

**2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

**3. Other Benefits:**

You will also be eligible for:

**HOME**

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

**4. Responsibilities:**

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

**5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

**6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## **7. Assignment of Intellectual Property**

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## **8. Non-Compete**

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## **9. General:**

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
  - i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

**10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

**11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**



I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**ANNEXURE I****DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

#### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

#### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

#### **HOME**

I V DHANUSIYA, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

### **ANNEXURE III**

#### **SALARY OFFER SHEET**

**Name: V DHANUSIYA**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

### **ANNEXURE IV**



**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

<b>Year</b>	<b>Bonus</b>
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**ANNEXURE – VI****Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

HOME

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

##### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

##### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

##### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

##### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

##### **5. New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### **Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### **Travel, Accommodation, Food & Other Miscellaneous Expenses**

#### Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

#### Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

### **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

#### Medical

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Medicclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

**HOME**

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

**1. Your Life and Accident Cover :**

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

**2. Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept       Decline

**Signature V DHANUSIYA 14/4/2022 11:21 AM**

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited**      T :+91 (80) 2844 0011

Doddakannelli      F :+91 (80) 2844 0054

Sarjapur Road      E :info@wipro.com

Bengaluru 560 035      W :wipro.com

India      C :L32102KA1945PLC020800

23023419



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218204113/Chennai**  
**Date: 03/11/2021**

Ms. Fahima Rizwana K  
1/17,BRound Road Pudur,Dindigul,  
Rajendra Theatre Backside,  
Dindigul-624005,  
Tamil Nadu.  
Tel# 91-7708124003

Dear Fahima Rizwana K,

**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 System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** 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 **₹5,914/-** 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. 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.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three 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, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and 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 ₹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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

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



**TCS Confidential**

TCSL/DT20218204113

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

[HOME](#)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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## 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 AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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. 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.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. 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.

### **6. Compensation Structure / Salary components**

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

### **7. 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.

### **8. 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.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **18. 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.

## **19. 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.

## **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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 and personal growth.

## **22. 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.

## **23. 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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill 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 anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.





### Withdrawal of Offer

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.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

A handwritten signature in blue ink that appears to read "Girish V. Nandimath".

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



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TCSL/DT20218204113

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Fahima Rizwana K</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Ssm Institute Of Engineering And Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.





#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



TCS Confidential

TCSL/DT20218204113

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

[HOME](#)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## **10. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## **11. General**

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

## **EMPLOYMENT OFFER LETTER**

Capgemini Engineering Ref: 6158326/1424041,

07/18/2022,  
GAYATHRI R S.

SOUNDAMMAN KOVIL STREET  
Dindigul, Tamil Nadu  
India.

**Confidential**

Dear GAYATHRI R S,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Aricent Technologies (Holdings) Limited** ('Capgemini Engineering' or 'Company') starting from **07/21/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate I/A4**.

B) You will be required to work at the Company's offices in **CGE\_Chennai**.

C) You have to report by 8:30 am at **CGE\_Chennai** office, for joining formalities and contact security at the main gate for your entry pass at:

Address  
"ASV Chandilya Towers, No: 263/3, B1A1, Door no: 5/397, Rajiv Gandhi Salai (OMR), Okkiam thoraiapakkam, "  
Chennai - 600 096.

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini Engineering & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 400,010.00 (Rupees Four Lakh And Ten Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

**Associate I**

Total Cost to Company (CTC).

Rs.400,010.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.1,825.00	Rs.21,900.00
Other Allowances and Reimbursements – 2 +	Rs.774.00	Rs.9,288.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
<b>Gross monthly salary</b>	<b>Rs.29,748.00</b>	<b>Rs.356,976.00</b>
<b>Statutory payments ++</b>		
Company's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.10,224.00
<b>Total Fixed Compensation</b>		<b>Rs.388,800.00</b>
<b>Total Cash Compensation</b>		<b>Rs.388,800.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
<b>Total Cost to Company</b>		<b>Rs. 400,010.00</b>

# You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 1</b>	<b>Annualized</b>
Remote Working Allowance	<b>19,800.00</b>
Books and Journals	<b>24,000.00</b>
Professional Pursuit	<b>180,000.00</b>
Conveyance Allowance	<b>63,600.00</b>

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

<b>Other Allowance &amp; Reimbursements - 2</b>	<b>Annualized</b>
Leave Travel Assistance	<b>60,000.00</b>
Meal Card	<b>26,400.00</b>
Vehicle & Driver Reimbursement	<b>21,600.00</b>

**Note:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF will be made from the monthly salary as defined by Law. The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Aricent Technologies (Holdings) Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

**NOTE:**

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) You shall be eligible for following additional one-time payouts:

- **Special Incentive:** You shall be eligible for one-time incentive of **INR 25,000.00/- (Rupees Twenty Five Thousand Only)**, post completion of one year of service from your date of joining with the Company. This payment will be made to you in the subsequent payroll cycle post completion of one year and will fully taxable. However, in the event that you are not an active employee of the Company (i.e. terminated or you resign from employment or for any other reason) post completion of one year but before the disbursement of one-time incentive, you shall not be entitled for this one-time incentive paid.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

a. You will submit relevant documents as mandated by the Company.

b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.

c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company.

d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini Engineering).

g. Your background verification check (including address, academics, employment, criminal etc. as applicable) conducted by the Company is cleared; and

h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a. You should clear the final degree examination and submit your Highest Degree/Provisional Certificate/Consolidated marksheets and/or Final year Mark sheet, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 09/19/2022 (for current year pass outs), our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b. You will be required to clear if applicable, the mandatory Entry Level Certification Training Test ("Test") of the Company in the first attempt. In case the Test is applicable, the details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such Test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c. As a condition of your employment with the Company, you may be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In case of such consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.

j. That you have obtained / scored a minimum percentile in all semesters of your graduation course, as per the eligibility criteria specified to you during the hiring process.

k. You will join our Fresher training and for successful completion of training you will be evaluated upon defined parameters and will be required to score a minimum percentage. Details pertaining to fresher training will be provided to you separately at the time of on-boarding.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini Engineering, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini Engineering values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Aricent Technologies (Holdings) Limited



**Chandra Reddy K**

**Managing Director**

**ER&D GBL India**

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter "Letter") and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Aricent Technologies (Holdings) Limited India.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name: **GAYATHRI R S**

Date: **07/18/2022**

## EXHIBIT 1

### Terms & Conditions of Employment with Aricent Technologies (Holdings) Limited

#### **1. CURRENT WORK LOCATION:**

1.1 Aricent Technologies (Holdings) Limited ("Capgemini Engineering" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.



5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini Engineering prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini Engineering entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini Engineering and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

## 6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini Engineering's policy with respect to Intellectual Property.

## **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

## **9. RETIREMENT/TERMINATION:**

### a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

### b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

- (iv) In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care or charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini Engineering, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini Engineering group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.



11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Delhi in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini Engineering. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Delhi only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

## CONSENT LETTER

### For use of Personal Information & Sensitive Personal Data or Information

I, residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Aricent Technologies (Holdings) Limited having its registered office at 5,Jain Mandir Marg(Annexe),Connaught Place,New Delhi 110001,India, CIN:U72100DL2006PLC149728 (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Capgemini Engineering clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Delhi shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:

Signature:

Date:

**ANNEXURE I (A)****Onboarding Documents**

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you.
2.	<p>Employment Documents:</p> <p><b>Current Employment( Immediate Previous)</b></p> <p>a) Relieving letter /Experience Certificate( if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)</p> <p>b) Payslips for last 3 months</p> <p>c) Form 16/Form 16A</p> <p>d) Salary Account 6 months Bank Statement</p> <p>e) Letter of appointment/Offer letter from employer which captures start date</p> <p><b>Previous EmploymentService/Relieving Certificate</b> all employments- Mentioning date of joining ,designation and last working day</p>
3.	<p><b>Education Documents</b></p> <p>a) 10th Marksheets and certificate.</p> <p>b) 12th marksheets and Certificate.</p> <p>c) Graduation Marksheets and certificate/Diploma certificate.</p> <p>d) Post-Graduation Marksheets and degree certificate (If applicable)</p> <p>e) Any other relevant certificate</p>
4.	<p><b>Proof of identity/ Address</b></p> <p>a) PAN Card</p> <p>b) AADHAAR Card</p> <p>c) Passport In case any of the proof of Identity/Address mentioned above not available then any Two of the below proofs</p> <p>i) Voters Id</p> <p>ii) Driving License</p> <p>iii) Ration card</p> <p>iv) Electricity Bills</p> <p>v) Gas card</p> <p>vi) Notarized Self Affidavit</p>
5.	Passport size photographs (6 nos.)
6.	<p><b>Self Employed/CO-owner/Freelancing/ Partnership employment(s) (if applicable)</b></p> <p>a) Form 16/Form 26AS</p> <p>b) Bank statement for 6 months</p> <p>c) Shops &amp; Commercial Establishment Registration Certificate</p> <p>d) Co-Owner/Partnership/Ownership – Required partnership/ownership dissolution deed</p>
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details – Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini Engineering adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.)
- Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini Engineering may initiate certain additional checks during your tenure in Capgemini Engineering and by accepting this offer you agree to undergo such additional checks when required. Capgemini Engineering will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet\*\*.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered.
- Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.]

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers
- These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini Engineering HR department / email the same to the following email address [HRSSonboarding@capgemini.com](mailto:HRSSonboarding@capgemini.com) not later than 14 days of your joining\*\*\*

#### Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\*

Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first intimation/date of joining and after 2 reminders. Capgemini Engineering reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini Engineering reserves to take disciplinary actions which inter alia includes termination from service without notice.

\*\*\*In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini Engineering may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best Regards,  
Team HR

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Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 2307897**

**Letter of Intent ("LOI")**

Dear Gokul S,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2307897**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2307897**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2307897**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**ANNEXURE 1****Gokul S  
Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi  
Head - Fresher Hiring**

This is a system generated document and does not need a signature

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

**Offer: Computer Consultancy****Ref: TCSL/DT20218367512/Chennai****Date: 04/11/2021**

Ms. Indhumathi M Muthuraman

22Asari Street,

Nagal Nagar,

Dindigul-624003,

Tamilnadu.

Tel# -

Dear Indhumathi M Muthuraman,

**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 System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** 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 **₹5,914/-** 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. 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.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



**TCS Confidential**

**TCSL/DT20218367512**

**3**

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

[HOME](#)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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## **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three 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, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

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

- i. Entitlement - You and your enrolled dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and 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 ₹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.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **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 AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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. 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.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. 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.

### **6. Compensation Structure / Salary components**

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

### **7. 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.

### **8. 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.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **18. 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.

## **19. 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.

## **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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 and personal growth.

## **22. 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.

## **23. 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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill 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 anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



SERVICES

TATA CC

Tata Consultancy Services Limited

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

[HOME](#)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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**Withdrawal of Offer**

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.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath  
Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

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## GROSS SALARY SHEET

Annexure 1

Name	Indhumathi M Muthuraman
Designation	Assistant System Engineer-Trainee
Institute Name	Ssm Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



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**TATA CONSULTANCY SERVICES**  
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## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.





- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.





## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

Date: 27-05-2022

**STRICTLY PRIVATE & CONFIDENTIAL**

**Ms. Janani**  
Tamil Nadu

**RE: LETTER OF APPOINTMENT**

---

We are pleased to offer you a job with Employer upon the attached terms of employment.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

If these terms of employment are acceptable to you, please sign where indicated below.  
Retain one copy with you and return the other copy of this letter (signed) to us, failing which this offer will be deemed to be withdrawn.

We hope you accept this offer and look forward to your joining our team.

Sincerely,

For Stoics Software Development (India) Pvt Ltd.

*Andreas Chrysafis*  


Head – Human Resource

## MEMORANDUM OF TERMS OF EMPLOYMENT

**Name** : **M Janani**  
**Position** : **Junior Technical Analyst**  
**Employment Type:** **Full Time**  
**Start Date** : **Wednesday, June 01, 2022**

### REMUNERATION

**Cost to the Company: Rs 3,00,000.00 (Three Lakh Only)**

Components	Monthly	Annual
<b>Basic Pay</b>	9,100.00	1,09,200.00
<b>House Rent Allowance</b>	3,640.00	43,680.00
<b>Standard Allowances</b>	4,167.67	50,000.00
<b>Allowances</b>	4,043.33	48,520.00
<b>PF Contribution Employer</b>	1,800.00	21,600.00
<b>Yearly Performance Bonus</b>		22,000.00
<b>Yearly Medical Insurance</b>		5,000.00
<b>Cost to Company (CTC)</b>	<b>22,750.00</b>	<b>3,00,000.00</b>

**ACCOMMODATION: N/A**

### WORKING HOURS

The normal working hours are from 9:00 a.m. to 6:00 p.m., Monday till Friday. This includes an hour lunch break between 12:30 p.m. to 1:30 p.m. or 1 p.m. to 2 p.m. However, as an employee you are required upon request, to attend to company matters at other times. Whilst on project you will follow the workdays observed on site by the clients based on the project requirements and deliverables.

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CIN - U72200KA2015FTC082597

## **PERFORMANCE OF DUTIES**

In performance of your duties, you will report directly to the designated business operations manager and any other representative as represented in the Organization Chart of the company from time to time.

## **BUSINESS CONDUCT**

During your contract, your conduct should not discredit you or the Company. You will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion.

You will at all times faithfully and diligently perform and observe such duties as may from time to time be assigned to you and devote the whole of your time and attention to the discharge of such duties.

You will not engage directly or indirectly in any other employment or business activities without the written consent of the Management. You shall not divulge any matters that may come into your knowledge relating to the affairs of the company or its personnel (except as may be necessary for the proper discharge of your duties). Any infraction of this regulation shall render your service to instant dismissal.

## **NON-DISCLOSURE OF INFORMATION**

You are to ensure that all information relayed to you during your tenure in the Company which are trade secrets, intellectual properties and classified information, are not to be disclosed to any person or persons (except to those authorized by the Company to receive such information) and should be kept confidential at all times during your tenure and after you leave the company.

Any disclosure or breach of this confidentiality will entitle the Company to institute legal proceedings against you.

## **INTELLECTUAL PROPERTY**

You agree that during your tenure with the company:

- i. You will not file any application for; or
- ii. In any way attempt to obtain ownership of any patent, trade name or mark.  
Which either:

- a) Refers to; or
- b) May be suggestive of, or



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- c) May be similar to, or
- d) May be likely to dilute,

The intellectual property rights of the company.

Any copyright, discovery, invention, secret process, intellectual property or improvement in procedure made or discovered by you during your employment or contract with the company shall

- (i) Immediately be disclosed to the Company; and
- (ii) Belong to, and shall be the absolute property of the company.

## NON-COMPETITION

For the protection of the company and its Business, you and any person connected with you shall not, whether personally or jointly with any other person, at any time during the term of your service with the company and for a period of 2 years thereafter, do or permit any matters as set below, whether directly or indirectly, without prior written consent of the company:

- (i) Solicit or entice away our clients for whatever reason;
- (ii) Enter into an employment or services with any of our clients, suppliers or Business Associates;

Any breach of this will entitle the company to institute legal proceedings against you.

## SUPPLY OF INFORMATION

Your employment by this company will be conditional on the correctness of the information supplied to us in the course of your application.

## Our Reference:

In instances of your dishonesty, insubordination, serious misconduct or breach of any of our rules or regulations or any terms herein, termination of employment will be immediate and without notice or payment.

## GENERAL



**STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD**

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CIN - U72200KA2015FTC082597

The details of this offer are confidential, and you will be subjected to disciplinary action if found to divulge such information to others.

### **OTHER TERMS, CONDITIONS AND BENEFITS**

You will follow all terms and condition stipulated in the employee's manual.

This offer attracts 3 years contract, where employee can't resign for next 3 years from the date of joining.

Employees are not allowed to resign when he / she is on a project or at client site, whether India or Abroad. Resources who have taken Temenos certification will not be allowed to resign anytime for one year from completing of certification process above the contract period mentioned in the offer letter. If anyone need to resign, then he/she will pay the amount spent for certification from the company. The resignation letters are accepted, and the relieving process begins when the employee is not assigned to any project & if he is not in the contract period as mentioned in the Offer letter.

Employees/Trainees who resign (After Contract Period) are required to provide Stoics Software Development India Pvt Ltd, with at least Ninety days written notice prior to the final day of actual work or 90 days salary in lieu of notice. This salary in lieu of notices whenever it is invoked shall be deducted in the final settlement calculated proportionately to the number of days that were short in the notice period.

The company shall not be liable for any other claims other than the terms of payments stipulated above.

All the above terms and conditions of employment are subjected to changes without prior notice. Please indicate your acceptance of the above by signing below and returning the other copy signed by you

I, **M Janani** accept your offer of employment on the above terms and conditions.

01 June 2022

---

Signature

Date



## OFFER LETTER

Date : 09-08-2022

Qualification : BE (CSE)

Experience : 2+Year       0-6 months     6 - 12 months  
 12 - 24 months     24 - 36 months     36 months & above

Address / College : SGM Institute of Engineering & Technology

Dear Daya Priya G.

We are pleased to offer you the Full Time Position of  
**TECH ENGG / SUPERVISOR / ADMIN / CRM / ASM / BH / BDE / APPRENTICE / SPECIAL ROLE** at **SK CAR CARE PVT LTD**  
 with the start date of 01-09-2022. You will be reporting directly to Head Office at **SK CAR CARE**. We believe your skills and experience is an excellent match for our company.

We are excited to have you join our team!

**WE WILL WORK TOGETHER ! GROW TOGETHER ! WIN TOGETHER !!**

For

**SK CAR CARE**

**SK auto - இயந்திரம் ! உதவிடு ! உயர்த்திடு ! -**

**SK CAR CARE PVT LTD.**

**COIMBATORE**

For Recruitment : 7094483937, 7094437827,

7094484592, 8012588204, 9150054750

Share Your Resume : recruitment@sknetwork.in



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CIN - U72200KA2015FTC082597

Date: 27-05-2022

**STRICTLY PRIVATE & CONFIDENTIAL**

**Mr. Jegan M**  
Tamil Nadu

**RE: LETTER OF APPOINTMENT**

---

We are pleased to offer you a job with Employer upon the attached terms of employment.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

If these terms of employment are acceptable to you, please sign where indicated below.  
Retain one copy with you and return the other copy of this letter (signed) to us, failing which this offer will be deemed to be withdrawn.

We hope you accept this offer and look forward to your joining our team.

Sincerely,

For Stoics Software Development (India) Pvt Ltd.

*Andreas Chrysafis*  


Head – Human Resource

## MEMORANDUM OF TERMS OF EMPLOYMENT

**Name** : **Jegan M**  
**Position** : **Junior Technical Analyst**  
**Employment Type:** **Full Time**  
**Start Date** : **Wednesday, June 01, 2022**

### REMUNERATION

**Cost to the Company: Rs 3,00,000.00 (Three Lakh Only)**

Components	Monthly	Annual
<b>Basic Pay</b>	9,100.00	1,09,200.00
<b>House Rent Allowance</b>	3,640.00	43,680.00
<b>Standard Allowances</b>	4,166.67	50,000.00
<b>Allowances</b>	4,043.00	48,520.00
<b>PF Contribution Employer</b>	1,800.00	21,600.00
<b>Yearly Performance Bonus</b>		22,000.00
<b>Yearly Medical Insurance</b>		5,000.00
<b>Cost to Company (CTC)</b>	<b>22,750.00</b>	<b>3,00,000.00</b>

**ACCOMMODATION:** N/A

### WORKING HOURS

The normal working hours are from 9:00 a.m. to 6:00 p.m., Monday till Friday. This includes an hour lunch break between 12:30 p.m. to 1:30 p.m. or 1 p.m. to 2 p.m. However, as an employee you are required upon request, to attend to company matters at other times. Whilst on project you will follow the workdays observed on site by the clients based on the project requirements and deliverables.

**STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD**

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

## **PERFORMANCE OF DUTIES**

In performance of your duties, you will report directly to the designated business operations manager and any other representative as represented in the Organization Chart of the company from time to time.

## **BUSINESS CONDUCT**

During your contract, your conduct should not discredit you or the Company. You will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion.

You will at all times faithfully and diligently perform and observe such duties as may from time to time be assigned to you and devote the whole of your time and attention to the discharge of such duties.

You will not engage directly or indirectly in any other employment or business activities without the written consent of the Management. You shall not divulge any matters that may come into your knowledge relating to the affairs of the company or its personnel (except as may be necessary for the proper discharge of your duties). Any infraction of this regulation shall render your service to instant dismissal.

## **NON-DISCLOSURE OF INFORMATION**

You are to ensure that all information relayed to you during your tenure in the Company which are trade secrets, intellectual properties and classified information, are not to be disclosed to any person or persons (except to those authorized by the Company to receive such information) and should be kept confidential at all times during your tenure and after you leave the company.

Any disclosure or breach of this confidentiality will entitle the Company to institute legal proceedings against you.

## **INTELLECTUAL PROPERTY**

You agree that during your tenure with the company:

- i. You will not file any application for; or
- ii. In any way attempt to obtain ownership of any patent, trade name or mark.  
Which either:

- a) Refers to; or
- b) May be suggestive of, or



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- c) May be similar to, or
- d) May be likely to dilute,

The intellectual property rights of the company.

Any copyright, discovery, invention, secret process, intellectual property or improvement in procedure made or discovered by you during your employment or contract with the company shall

- (i) Immediately be disclosed to the Company; and
- (ii) Belong to, and shall be the absolute property of the company.

## NON-COMPETITION

For the protection of the company and its Business, you and any person connected with you shall not, whether personally or jointly with any other person, at any time during the term of your service with the company and for a period of 2 years thereafter, do or permit any matters as set below, whether directly or indirectly, without prior written consent of the company:

- (i) Solicit or entice away our clients for whatever reason;
- (ii) Enter into an employment or services with any of our clients, suppliers or Business Associates;

Any breach of this will entitle the company to institute legal proceedings against you.

## SUPPLY OF INFORMATION

Your employment by this company will be conditional on the correctness of the information supplied to us in the course of your application.

## Our Reference:

In instances of your dishonesty, insubordination, serious misconduct or breach of any of our rules or regulations or any terms herein, termination of employment will be immediate and without notice or payment.

## GENERAL



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The details of this offer are confidential, and you will be subjected to disciplinary action if found to divulge such information to others.

### **OTHER TERMS, CONDITIONS AND BENEFITS**

You will follow all terms and condition stipulated in the employee's manual.

This offer attracts 3 years contract, where employee can't resign for next 3 years from the date of joining.

Employees are not allowed to resign when he / she is on a project or at client site, whether India or Abroad. Resources who have taken Temenos certification will not be allowed to resign anytime for one year from completing of certification process above the contract period mentioned in the offer letter. If anyone need to resign, then he/she will pay the amount spent for certification from the company. The resignation letters are accepted, and the relieving process begins when the employee is not assigned to any project & if he is not in the contract period as mentioned in the Offer letter.

Employees/Trainees who resign (After Contract Period) are required to provide Stoics Software Development India Pvt Ltd, with at least Ninety days written notice prior to the final day of actual work or 90 days salary in lieu of notice. This salary in lieu of notices whenever it is invoked shall be deducted in the final settlement calculated proportionately to the number of days that were short in the notice period.

The company shall not be liable for any other claims other than the terms of payments stipulated above.

All the above terms and conditions of employment are subjected to changes without prior notice. Please indicate your acceptance of the above by signing below and returning the other copy signed by you

I, **Jegan M** accept your offer of employment on the above terms and conditions.

01 June 2022

---

Signature

Date

**Offer Letter**

Further to your application and interview with Revature, we are pleased to offer you a position of Software Engineer Trainee in our organization.

This **Offer Letter** (the or this "Agreement") is entered into by and between  
S JOAQUIN RAJ ("Software Engineer Trainee" or "Trainee"), aged  
22 years, S/O or D/O SAVARIAR residing  
at 10/90, Pusphapuri, A.vellodu post, Dindigul 624307., and **Revature Consultancy Services Private Ltd**, ("Company"), a company having its registered office at 12th Floor, New No.431, Anna Salai, Teynampet, Chennai - 600 018. Trainee and Company may each be individually referred to hereinafter as a "Party" or collectively as the "Parties."

Company provides full-time training for real-world tech careers at the world's top companies. Revature software engineers have industry-recognized certifications that are hard to achieve. During Revature's training program, software engineers are taught skills and competence to hit the ground running. After they successfully complete the training, Revature works with the individual to get them hired directly with Revature's clients. The total training to hire process typically takes about four months.

**NOW THEREFORE**, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, the Parties hereby agree as follows:

**1. Internship/Revature Readiness Program (RRP):**

- a. Trainee Internship/RRP is for a minimum period of three (3) months. During this period, Trainee will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month. He/ She will be provided with a mentor during the Internship/RRP period
- b. This Program is a 12-week instructor-led training program designed to provide Trainees with skills and knowledge that can be built upon advance and acquire the skills of a software developer. The training program is a residential program, provided at no cost to eligible Trainees accepted into the training program.
- c. During the term, Trainee undertake to devote best efforts, knowledge and skill and devote substantially all their working time (at least 40 hours a week) and attention to the performance of duties.
- d. During Training, trainees will learn the skills that will set them on the career path, working on the most highly sought-after technologies in the tech industry.

- e. As part of our ongoing commitment to continued learning and development, Company has designed this Internship/RRP to be a mentor-led training program that enables trainees to get introduced to various emerging technologies. As they are entering the IT Industry, it is important to have a strong foundation in Programming languages, Databases and Operating Systems and Behavioral skills.
- f. Trainee performance will be tracked periodically and provide feedback when necessary. Upon successful completion of 12-week Internship/Revature Readiness Program, trainees will be required to clear the final review with Revature's Client(s) that includes an assessment and one to one interaction.
- g. Detailed description of training details is given in the Training Agreement.
- h. All Trainees will be required to agree to, abide by and adhere to the rules of use and policies in (or referenced in) Training Agreement.
  - i. Attendance: Trainers will accurately report trainees training hours and Company will not encourage, require, or permit trainees to skip trainings or absence from trainings or falsify training hours.
  - j. Accommodation: In COE – Centre of Excellence, Company will provide free or no cost hostel accommodation for trainees based on company's discretion. Separate hostel facilities will be provided for men and women trainees. Safety of every trainee is of utmost importance to Company. Residential Trainees are directed to follow hostel rules & regulations strictly and any deviation will be dealt strictly. Detailed description of Hostel rules & regulations are given in the Hostel Agreement. This clause is applicable only for Residential Trainees.
- k. Program Disclaimers  
Revature reserves the right to remove Trainees from the program for any reason during the course of the program including, but not limited to, attendance, performance, or conduct, or to discontinue the program at any time without notice on an as-needed basis.

## **2. Appointment after Internship/RRP:**

- a. After clearing the final review with the client(s) that includes an assessment and one to one interaction, at the sole discretion of client and Revature and in accordance with the terms in Training Agreement, trainee may be offered an employment as "**Software Engineer**" by the Client.
- b. By accepting this offer Trainee acknowledges and assures that he/she will continue to remain in the employment of the Company's Client for a minimum period of eighteen months (18) ("hereinafter called minimum

period/mandatory period) from the date of appointment with the Client. He /She further agrees and acknowledges that, in the event Trainee voluntarily resign and/or are terminated from the services of client, for any lawful reasons whatsoever, client shall incur substantial loss, including, but not limited to, finding a suitable replacement, training, project continuity, etc.

- c. Company will have made commitments to its Clients, it is imperative that Trainee, once appointed to a Client, remains employed there for the mandatory period.

### **3. Compensation:**

- a. Trainee will receive a stipend of Rs.5,000/- (Rupees Five Thousand Only) per month during the Internship/Revature Readiness Program.
  - b. Upon successful completion of 3 months of Internship/Revature Readiness Program, trainees will be offered the position of "Software Engineer" and the salary will be Rs.4,50,000/- annually with other benefits as detailed in their Employment Agreement with the Client.
  - c. Trainees performance during the Internship/Revature Readiness Program will be monitored periodically. Depending upon their performance during Internship/RRP and based on the client requirements, at the sole discretion of Revature, Trainees may also be proposed for hire or project work at a Company client that offers up to Rs. 6,25,000/- annually.
4. **Relocation:** Trainees agree to relocate based on Clients or Revature needs, irrespective of the Location.
5. **Restrictive Covenants:** Trainee agrees to complete the Internship/Revature Readiness Program and continue to remain in the employment of the Client Organization for a minimum period of 18 months (hereinafter called "minimum period" or "mandatory period") from the date of appointment with such Client.

### **6. Liquidated Damages:**

- a. For the purpose of providing training and placing trainee, the Company is incurring training expenses of approximately Rs.1,00,000/- (Rupees One Lakh Only).
- b. In the event of termination of employment by either party within the minimum period/mandatory period. In addition to any other remedy available to Company at law or in equity, including but not limited to remedies in the Related Agreements (as defined below) or other agreements the Trainee and Company may be parties to and injunctive relief, if a court of competent jurisdiction finds that Trainee has breached this section (5) of the Agreement, Trainee agrees that, to the maximum extent permitted by law, Trainee will pay the Company as



liquidated damages, repay the entire amount as given in Sec 6 (a) incurred by Revature with interest @14% p.a during the Mandate Period (the "LD Amount"). The parties acknowledge and agree that the LD Amount is not a penalty and is a reasonable approximation of the actual damages sustained by Company under the circumstances given Company's valuable investment in Trainee.

- c. Trainee further agrees that, at any time during the Mandate Period, Trainee will, upon request of the Company, confirm in writing Trainee's compliance with this Agreement. Trainee also agrees to waive, as valid consideration for their employment with Client, their right to challenge the validity of this Liquidated Damages provision.
- 7. **Confidentiality:** Trainee acknowledges and agrees that the terms and conditions of this Agreement and the Related Agreements are confidential in nature. Trainee shall not directly or indirectly divulge, communicate, display, publish, or reveal the terms of this Agreement or related Agreement to any third party. Notwithstanding the foregoing, Trainee may disclose the terms and conditions of this Agreement and the Related Agreements to the Trainee's lawyer, financial advisor, immediate family members, or pursuant to any court order, or as necessary to enforce this Agreement. Trainee's confidentiality obligations set forth herein shall survive the termination or expiration of this Agreement.
- 8. **Personal Information:** Company states that personal information of trainees will be maintained confidentially and only used for the required purpose. Also, such information will be designated as confidential or proprietary nature.
- 9. **Intellectual Property:** No trademark, patent, copyright, trade secret or other intellectual property or proprietary right is licensed, granted or otherwise conveyed, either expressly or by implication, by the disclosure of Confidential Information hereunder
- 10. **Non-Waiver:** No delay, waiver, omission or forbearance on Company's part to exercise any right, option, duty or power arising out of any breach or default by Trainee under this Agreement shall constitute a waiver by Company to enforce any such right, option, duty or power against Trainee, or as to any subsequent breach or default by Trainee.
- 11. **Severability:** If any provision of this Agreement is held to be invalid or unenforceable by any arbitrator or court of competent jurisdiction, such provision shall be amended to avoid such invalidity or unenforceability and to preserve as closely as possible the intent of the Parties. If such cannot be amended, then the invalid or unenforceable provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect or impair the validity or enforceability of such.

**12. Indemnity:** Trainee shall indemnify and hold harmless Revature and its officers, directors, employees and agents from and against any claim, liability, loss, cost, damage or expense including, but not limited to, reasonable attorney's fees and expenses, relating to or arising out of any claim by any third party based on (a) Trainee's performance hereunder, (b) any breach of this Agreement by Trainee, (c) any negligence fraud, or misconduct by Trainee, and (d) any non-competition agreement, invention or secrecy agreement between Trainee and a third party which was in existence as of the date of this Agreement.

**13. Legal Review:** The Parties acknowledge and agree that this Agreement will have important legal consequences and imposes significant requirements on each Party. The Parties further acknowledge and agree that they have been advised and have had the opportunity to obtain independent legal counsel to review this Agreement, and this Agreement is the product of arm's length negotiations among the Parties and shall not be construed against any Party due to authorship. The Parties further acknowledge and agree that they understand all the terms and conditions contained herein.

**14. Governing Law and Disputes:- Legal Remedy**

- a. Any dispute and/or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by compulsory arbitration in accordance with The Arbitration and Conciliation Act, 1996 (including amendments, if any) and the award made in pursuance thereof shall be binding on the parties.
- b. The Company shall nominate the sole arbitrator. The venue of the arbitration proceedings shall be in Chennai and the arbitration proceedings shall be in English.
- c. In respect of all matters/disputes arising out of, in connection with or in relation to this, only the civil courts at Chennai shall have jurisdiction, to the exclusion of all other courts, subject to the arbitration clause.

**15. Entirety; Construction; Amendment:** This Agreement, along with NDA, Training Agreement and other signed agreements contains the entire understanding between the Parties and supersedes any prior or contemporaneous written or oral agreements between them respecting the subject matter hereof. The language in this Agreement shall be construed according to its fair meaning and not strictly for or against either Party; headings are for convenience only, not for interpretation. This Agreement may only be modified or supplemented by mutual written agreement. **No modification, alteration or amendment of this Agreement shall be binding unless it is in writing, signed by the Parties.**

**16. Assignment:** This Agreement is personal in nature and not assignable or transferable by trainee.

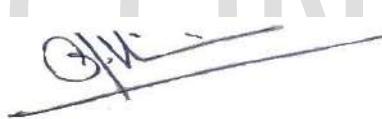


17. **Authorization; Counterparts:** Each person executing this Agreement represents and warrants that such is duly and validly authorized to do so on behalf of such Party, with full right and authority to execute this Agreement and to bind such Party with respect to all its obligations hereunder. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.
18. **Subject Headings/Captions:** The subject headings/captions used in this Agreement are inserted only for purpose of reference. Such subject headings/captions shall not be deemed to govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement, or any part thereof, nor shall such subject headings/captions otherwise be given any legal effect.

Except as expressly set forth herein, all terms and conditions of the Agreement remain in full force and effect.

**IN WITNESS WHEREOF**, the Parties hereto have duly executed this Agreement as of the date of the first signed below.

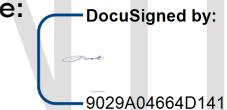
Yours sincerely,  
For Revature India



**Ophilia Ajaykumar**  
**Vice President - Talent Acquisition**

**TRAINEE:**

Signature:



Print Name: S JOAQUIN RAJ

Date: May 24, 2022 | 4:11 AM EDT



STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD

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CIN - U72200KA2015FTC082597

Date: 01-06-2022

**STRICTLY PRIVATE & CONFIDENTIAL**

**Ms. Jothika Moorthi**

Tamil Nadu

**RE: LETTER OF APPOINTMENT**

---

We are pleased to offer you a job with Employer upon the attached terms of employment.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

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We hope you accept this offer and look forward to your joining our team.

Sincerely,

For Stoics Software Development (India) Pvt Ltd.

*Andreas Chrysafis*



Head – Human Resource

## MEMORANDUM OF TERMS OF EMPLOYMENT

**Name** : **Jothika Moorthi**  
**Position** : **Junior Technical Analyst**  
**Employment Type:** **Full Time**  
**Start Date** : **Friday, June 3, 2022**

### REMUNERATION

**Cost to the Company: Rs 3,00,000.00 (Three Lakh Only)**

Components	Monthly	Annual
<b>Basic Pay</b>	9,100.00	1,09,200.00
<b>House Rent Allowance</b>	3,640.00	43,680.00
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The company shall not be liable for any other claims other than the terms of payments stipulated above.

All the above terms and conditions of employment are subjected to changes without prior notice. Please indicate your acceptance of the above by signing below and returning the other copy signed by you

I, Jothika Meerthi accept your offer of employment on the above terms and conditions.

03-06-2022

---

Signature

Date

**Offer: Computer Consultancy****Ref: TCSL/DT20218206803/Chennai****Date: 03/11/2021**

Ms. Kirthika K  
159/1 Pandian Nagar,  
Chinnalapatti,  
Dindigul-624302,  
Tamil Nadu.  
Tel# -

Dear Kirthika K,

**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 System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** 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 **₹5,914/-** 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. 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.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.





## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three 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, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and 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 ₹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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

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



**TCS Confidential**

TCSL/DT20218206803

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

[HOME](#)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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## 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 AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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. 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.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. 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.

### **6. Compensation Structure / Salary components**

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

### **7. 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.

### **8. 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.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **18. 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.

## **19. 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.

## **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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 and personal growth.

## **22. 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.

## **23. 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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill 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 anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

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.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



[HOME](#)

### GROSS SALARY SHEET

Annexure 1

Name	Kirthika K
Designation	Assistant System Engineer-Trainee
Institute Name	Ssm Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

# OFFER LETTER

Date : 09-05-2022

Qualification : B.E (CSE)

Experience :  Fresher  0 - 6 months  6 - 12 months  
 12 - 24 months  24 - 36 months  36 months & above

Address / College : SSM Institute of Engineering and Technology

Dear Krishna Sree. K

We are pleased to offer you the Full Time Position of **TECH ENGG / SUPERVISOR / ADMIN / CRM / ASM / BH / BDE / APPRENTICE / SPECIAL ROLE** at **5K CAR CARE PVT LTD** with the start date of 01-07-2022. You will be reporting directly to Head Office at **5K CAR CARE**. We believe your skills and experience is an excellent match for our company.

We are excited to have you join our team !

**WE WILL WORK TOGETHER ! GROW TOGETHER ! WIN TOGETHER !!**

For Mr. Akhil

5K CAR CARE

**5K வாக - ஒன்றுபடு ! உதவிடு ! உயர்ந்திடு !**

SK CAR CARE PVT. LTD.  
COIMBATORE

For Recruitment : 7094483937, 7094437827,

7094484592, 8012588204, 9150054750

Share Your Resume : recruitment@5network.in

[www.5network.in](http://www.5network.in)

**Offer: Computer Consultancy****Ref: TCSL/DT20218182138/Chennai****Date: 04/11/2021**

Mr. Marivignesh R  
1st Street, Main RoadArunachalam Complex,  
Reddiyarchatram,  
Dindigul-624622,  
Tamil Nadu.  
Tel# -

Dear Marivignesh R,

**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 System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** 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 **₹5,914/-** 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. 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.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three 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, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

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

- i. Entitlement - You and your enrolled dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and 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 ₹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.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **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 AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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. 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.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. 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.

### **6. Compensation Structure / Salary components**

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

### **7. 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.

### **8. 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.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **18. 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.

## **19. 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.

## **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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 and personal growth.

## **22. 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.

## **23. 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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill 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 anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

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.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath  
Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

**TCS Confidential**

**TCSL/DT20218182138**

**12**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

[HOME](#)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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### GROSS SALARY SHEET

Annexure 1

Name	Marivignesh R
Designation	Assistant System Engineer-Trainee
Institute Name	Ssm Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

Date: 18<sup>th</sup> January 2022

**STRICTLY PRIVATE & CONFIDENTIAL**

**Ms. NANDHINI S**  
Tamil Nadu

**RE: LETTER OF APPOINTMENT**

---

We are pleased to offer you a job with Employer upon the attached terms of employment.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

If these terms of employment are acceptable to you, please sign where indicated below.  
Retain one copy with you and return the other copy of this letter (signed) to us, failing which this offer will be deemed to be withdrawn.

We hope you accept this offer and look forward to your joining our team.

Sincerely,

For Stoics Software Development (India) Pvt Ltd.

*Andreas Chrysafis*

Head – Human Resource

## MEMORANDUM OF TERMS OF EMPLOYMENT

**Name** : **NANDHINI S**  
**Position** : **Junior Technical Analyst**  
**Employment Type:** **Full Time**  
**Start Date** : **Tuesday, February 01, 2022**

### REMUNERATION

**Cost to the Company: Rs 3,00,000.00 (Three Lakh Only)**

Components	Monthly	Annual
<b>Basic Pay</b>	9,100.00	1,09,200.00
<b>House Rent Allowance</b>	3,640.00	43,680.00
<b>Standard Allowances</b>	4,166.67	50,000.00
<b>Allowances</b>	4,751.33	57,016.00
<b>PF Contribution Employer</b>	1,092.00	13,104.00
<b>Yearly Performance Bonus</b>		17,000.00
<b>Yearly Medical Insurance</b>		10,000.00
<b>Cost to Company (CTC)</b>	<b>22,750.00</b>	<b>3,00,000.00</b>

**ACCOMMODATION:** N/A

### WORKING HOURS

The normal working hours are from 9:00 a.m. to 6:00 p.m., Monday till Friday. This includes an hour lunch break between 12:30 p.m. to 1:30 p.m. or 1 p.m. to 2 p.m. However, as an employee you are required upon request, to attend to company matters at other times. Whilst on project you will follow the workdays observed on site by the clients based on the project requirements and deliverables.

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**PERFORMANCE OF DUTIES**

In performance of your duties, you will report directly to the designated business operations manager and any other representative as represented in the Organization Chart of the company from time to time.

**BUSINESS CONDUCT**

During your contract, your conduct should not discredit you or the Company. You will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion.

You will at all times faithfully and diligently perform and observe such duties as may from time to time be assigned to you and devote the whole of your time and attention to the discharge of such duties.

You will not engage directly or indirectly in any other employment or business activities without the written consent of the Management. You shall not divulge any matters that may come into your knowledge relating to the affairs of the company or its personnel (except as may be necessary for the proper discharge of your duties). Any infraction of this regulation shall render your service to instant dismissal.

**NON-DISCLOSURE OF INFORMATION**

You are to ensure that all information relayed to you during your tenure in the Company which are trade secrets, intellectual properties and classified information, are not to be disclosed to any person or persons (except to those authorized by the Company to receive such information) and should be kept confidential at all times during your tenure and after you leave the company.

Any disclosure or breach of this confidentiality will entitle the Company to institute legal proceedings against you.

**INTELLECTUAL PROPERTY**

You agree that during your tenure with the company:

- i. You will not file any application for; or
- ii. In any way attempt to obtain ownership of any patent, trade name or mark.  
Which either:

- a) Refers to; or
- b) May be suggestive of, or

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- c) May be similar to, or
- d) May be likely to dilute,

The intellectual property rights of the company.

Any copyright, discovery, invention, secret process, intellectual property or improvement in procedure made or discovered by you during your employment or contract with the company shall

- (i) Immediately be disclosed to the Company; and
- (ii) Belong to, and shall be the absolute property of the company.

### **NON-COMPETITION**

For the protection of the company and its Business, you and any person connected with you shall not, whether personally or jointly with any other person, at any time during the term of your service with the company and for a period of 2 years thereafter, do or permit any matters as set below, whether directly or indirectly, without prior written consent of the company:

- (i) Solicit or entice away our clients for whatever reason;
- (ii) Enter into an employment or services with any of our clients, suppliers or Business Associates;

Any breach of this will entitle the company to institute legal proceedings against you.

### **SUPPLY OF INFORMATION**

Your employment by this company will be conditional on the correctness of the information supplied to us in the course of your application.

### **Our Reference:**

In instances of your dishonesty, insubordination, serious misconduct or breach of any of our rules or regulations or any terms herein, termination of employment will be immediate and without notice or payment.

### **GENERAL**

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The details of this offer are confidential, and you will be subjected to disciplinary action if found to divulge such information to others.

### **OTHER TERMS, CONDITIONS AND BENEFITS**

You will follow all terms and condition stipulated in the employee's manual.

This offer attracts 3 years contract, where employee can't resign for next 3 years from the date of joining.

Employees are not allowed to resign when he / she is on a project or at client site, whether India or Abroad. Resources who have taken Temenos certification will not be allowed to resign anytime for one year from completing of certification process above the contract period mentioned in the offer letter. If anyone need to resign, then he/she will pay the amount spent for certification from the company. The resignation letters are accepted, and the relieving process begins when the employee is not assigned to any project & if he is not in the contract period as mentioned in the Offer letter.

Employees/Trainees who resign (After Contract Period) are required to provide Stoics Software Development India Pvt Ltd, with at least Ninety days written notice prior to the final day of actual work or 90 days salary in lieu of notice. This salary in lieu of notices whenever it is invoked shall be deducted in the final settlement calculated proportionately to the number of days that were short in the notice period.

The company shall not be liable for any other claims other than the terms of payments stipulated above.

All the above terms and conditions of employment are subjected to changes without prior notice. Please indicate your acceptance of the above by signing below and returning the other copy signed by you

I, **NANDHINI S** accept your offer of employment on the above terms and conditions.

18th January 2022

---

Signature

Date

Date: 01/03/2022

**Intent to Offer**

Dear Naveendran Subramani,

Syntellect ID: ASBE20174701

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (GCM 1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%** and no standing backlogs
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- c) You producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

**For Syntel Pvt. Ltd,**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

**Signature**

**Encl: Annexure**

**ANNEXURE A****SALARY DISTRIBUTION**

<b>Name:</b>	<b>Naveendran Subramani</b>	
<b>Designation:</b>	<b>Associate Consultant</b>	
<b>Band &amp; Grade:</b>	<b>GCM 1</b>	
<b>Pay and Allowance</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Salary	9,917	119,000
Basket of Allowances (BOA)	14,583	175,000
<b>Gross Pay &amp; Allowances</b>	<b>24,500</b>	<b>294,000</b>
Provident Fund (PF)	1,800	21,600
Statutory Bonus	2,033	24,400
<b>Statutory &amp; Retirals Benefits</b>	<b>3,833</b>	<b>46,000</b>
<b>Cost to Company (OTE)</b>	<b>28,333</b>	<b>340,000</b>

## ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills - your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

**APPOINTMENT LETTER**

January 31, 2022

Dear OVIYA PRIYADHARSHINI VIJAYAPANDIAN,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

**2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

**3. Other Benefits:**

You will also be eligible for:

**HOME**

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

**4. Responsibilities:**

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

**5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

**6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## **7. Assignment of Intellectual Property**

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## **8. Non-Compete**

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## **9. General:**

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
  - i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
  - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
  - v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

**10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

**11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For **Wipro Limited**,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**ANNEXURE I****DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

#### **Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

#### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

#### **HOME**

I OVIYA PRIYADHARSHINI VIJAYAPANDIAN, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

### **ANNEXURE III**

#### **SALARY OFFER SHEET**

**Name: OVIYA PRIYADHARSHINI VIJAYAPANDIAN**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

### **ANNEXURE IV**

#### **HOME**

**Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

<b>Year</b>	<b>Bonus</b>
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - a. you being "active" in the services of the company through to retention date as applicable
  - b. your employment has not been terminated for poor performance or for cause prior to retention date
  - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**ANNEXURE – VI****Variable Pay - A BRIEF OVERVIEW**

**Variable Pay Policy Summary & Computation:**

**HOME**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

##### **1. Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

##### **2. Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

##### **3. Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

##### **4. Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

##### **5. New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

**Travel, Accommodation, Food & Other Miscellaneous Expenses****Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
  - c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**SUMMARY SOCIAL SECURITY & OTHER BENEFITS\*****Medical**

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Medicclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium,10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

#### Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

#### Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

#### Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

### **1. Your Life and Accident Cover :**

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### **2. Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

Accept       Decline

**Signature OVIYA PRIYADHARSHINI VIJAYAPANDIAN 31/1/2022 10:12 PM**

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited**      T :+91 (80) 2844 0011

Doddakannelli      F :+91 (80) 2844 0054

Sarjapur Road      E :info@wipro.com

Bengaluru 560 035      W :wipro.com

India      C :L32102KA1945PLC020800

23158992



Date: 21-Feb-2022

To

**Ms.PRATHIBA M,**  
3/1022, BHARATHIYAR STREET,  
KAM NAGAR, TRICHY ROAD,  
DINDIGUL-624005, TAMIL NADU.

Dear **Ms.PRATHIBA M,**

**OFFER OF EMPLOYMENT**

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

**INTERNSHIP AND STIPEND**

You are expected to do the final semester project of your curriculum in our organization. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid, subject to successful completion of your project.

**(Note: The above may not apply to you if your college does not permit internships)**

**REMUNERATION**

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

**DATE OF JOINING**

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

**PROBATION**

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

**SALARY REVISION**

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.





## **ADHERENCE TO POLICIES**

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

## **CONFIDENTIALITY**

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

## **TRANSFERABILITY**

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

## **ASSIGNMENT OF RIGHTS IN WORK**

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

## **CONCURRENT EDUCATION**

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

## **CONCURRENT EMPLOYMENT OR BUSINESS**

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.



## NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

## TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

## NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

## AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

## GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.





### VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **23-Mar-2022**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,  
For ZOHO CORPORATION PRIVATE LIMITED

A handwritten signature in blue ink that reads "M. J. Sohail".

Mohammed Sohail  
Manager - HR

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature: Prathiba

Date of Offer acceptance:

Name : Prathiba M

Place :



## ANNEXURE A

**NAME** : PRATHIBA M  
**DESIGNATION** : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	20000	240000
HRA	10000	120000
Other Allowance & Flexible component	17600	211200
<b>Gross Salary</b>	<b>47600</b>	<b>571200</b>
Employer Provident Fund (12% of Basic+TA)*	2400	28800
<b>Cost To Company (CTC)</b>	<b>50000</b>	<b>600000</b>
Prosperity Sharing Plan		100000
<b>Compensation for the first year</b>		<b>700000</b>

\* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

### **OTHER BENEFITS:**

#### **PROSPERITY SHARING PLAN**

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

#### **GRATUITY**

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.



## ANNEXURE B

The Company currently provides the following benefits to an employee:

### **GIFT CARD AMOUNT**

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

### **TRANSPORTATION FACILITY**

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

### **DEVICES AND GADGETS**

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

### **FOOD AND SNACKS**

Company provides food, snack and other refreshment for all its employees.

### **RECREATIONAL FACILITY**

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

### **TEAM TREAT AND TRIP**

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

### **GROUP MEDICLAIM INSURANCE**

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.400000/- (RUPEES FOUR LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

### **GROUP PERSONAL ACCIDENT INSURANCE**

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

### **GROUP TERM LIFE INSURANCE**

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.3000000/- (RUPEES THIRTY LAKH ONLY)**.

*Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal*



**Offer: Computer Consultancy****Ref: TCSL/DT20218277469/Chennai****Date: 03/11/2021**

Mr. Punithbabu M  
6-5-16Wilson Soda Company 2nd Street,  
Keelakottai,  
Chinnalapatti Dindigul-624301,  
Tamilnadu.  
Tel# 91-9894400295

Dear Punithbabu M,

**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 System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** 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 **₹5,914/-** 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. 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.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three 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, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

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

- i. Entitlement - You and your enrolled dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and 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 ₹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.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **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 AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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. 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.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. 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.

### **6. Compensation Structure / Salary components**

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

### **7. 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.

### **8. 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.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **18. 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.

## **19. 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.

## **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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 and personal growth.

## **22. 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.

## **23. 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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill 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 anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

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.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath  
Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



[HOME](#)

### GROSS SALARY SHEET

Annexure 1

Name	Punithbabu M
Designation	Assistant System Engineer-Trainee
Institute Name	Ssm Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



- (e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1537591**

**Letter of Intent ("LOI")**

Dear GAYATHRI SAKTHIVEL,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1537591**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1537591**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1537591**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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**ANNEXURE 1**

**GAYATHRI SAKTHIVEL**

**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



## ASHOK LEYLAND LIMITED

### **SUBJECT: - CONFIRMATION LETTER**

**DEAR CANDIDATE,**

Consequent to the review of your performance during your interview round held on [REDACTED] with HR Department. We have the pleasure in informing you that, you have been placed as a trainee.

All the terms and conditions as discussed in your interview (described below) remain unchanged till further written confirmation.

All the other terms and conditions as detailed in your joining letter remain un-changed, we look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.

The Company will be offering you annual fixed compensation of (**INR 4.0 Lakh**). This Amount does not include allowance and statutory benefits and will be structured in accordance with the Company's Compensation Guidelines. The Designation and Job location will be fixed by ASHOK LEYLAND LIMITED

At the time of reporting, you will come along with photo-copies of all required documents.

### **REQUIRED DOCUMENTS BY THE ASHOK LEYLAND LIMITED**

- 1) Formal Photograph.
- 2) ID Proof
- 3) Qualification Certificates.
- 4) Experience Proof. (IF ANY)
- 5) Security Submission Proof.

You have to complete your Document Verification Security **Rs.8, 000/-**(Eight Thousand Rupees only) in favour of company HR department. This payment covers; convince Interview, Courier, accommodation, insurance, Processing & Maintenance charges. The **Refundable** Caution amount deposit of **Rs.8, 000/-** should be paid through any **Nationalized Bank**, Branch closer to you to our [\*\*ASHOK LEYLAND LIMITED.\*\*](#)

HR accounting officer in charge of receiving payment of security deposit from Selected candidates.

<b>NAME</b>	<b>SUDHAN. M</b>
<b>DESIGNATION</b>	<b>JUNIOR ENGINEER IN IT DEPARTMENT</b>
<b>OFFEREING SALARY</b>	<b>30,000/- per month + Incentive(4.0 lakh annually)</b>
<b>ACCOMMODATION</b>	<b>HOSTEL + CAB + FOOD</b>
<b>LOCATION</b>	<b>CHENNAI</b>

(\*3 MONTHS TRAINING PERIOD: 23,000/- per month + Accommodation).

**ADDRESS- 1, Sardar Patel Road, Guindy Chennai - 600 032**

**JOB DESCRIPTION:-**

**BUSINESS:-**

Sales division (USA and overseas), logistics, public relations, financial and accounting, HR and general affairs, product planning, procurement, etc.

**ENGINEER:-**

Research, product development (design, experiment), production technology, quality control, service (technical sales), product planning, procurement, information technology, production control, etc.

**JOB CATEGORY BUSINESS ENGINEER**

**CAREER PATH-**

**ASHOK LEYLAND LIMITED** conducts human resource development program based on the long-term employment. **ASHOK LEYLAND LIMITED** creates a six-year training plan for each employee to acquire a multi-skill in order to be able to work around the world, not only in U.S.A.

Salary

[Actual Results in 2013]

2.41 to 7.2 PA

**BENIFITS-****BENIFIT PROGRAMMES:**

Info systems mutual aid association, employees sales, employee stock ownership plan, employee savings deposits, asset-building-system, corporate pension funds, etc.

**WELFARE FACILITY:-**

Dormitory, corporate housing, athletics ground, childcare facilities, gymnasium, recreation center, corporate membership facilities

Hope it will be fine with you.



**MR. DHEERAJ HINDUJA**

**(MANAGING DIRECTOR)**

**MR. SUNIL MISHRA**

**HUMAN RESOURCE- HEAD OF DEPARTMENT**

**ASHOK  
LEYLAND**

**ASHOK LEYLAND LIMITED**

**CIN: L34101TN1948PLC000105**

**1, Sardar Patel Road, Guindy Chennai - 600 032**





STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

Date: 18<sup>th</sup> January 2022

**STRICTLY PRIVATE & CONFIDENTIAL**

**Mr. VIJAY GANESHAN**  
Tamil Nadu

**RE: LETTER OF APPOINTMENT**

---

We are pleased to offer you a job with Employer upon the attached terms of employment.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

If these terms of employment are acceptable to you, please sign where indicated below.  
Retain one copy with you and return the other copy of this letter (signed) to us, failing which this offer will be deemed to be withdrawn.

We hope you accept this offer and look forward to your joining our team.

Sincerely,

For Stoics Software Development (India) Pvt Ltd.

*Andreas Chrysafis*  
  
Signature - 70

Head – Human Resource

## MEMORANDUM OF TERMS OF EMPLOYMENT

**Name** : **M. VIJAY GANESHAN**  
**Position** : **Junior Technical Analyst**  
**Employment Type:** **Full Time**  
**Start Date** : **Tuesday, February 01, 2022**

### REMUNERATION

**Cost to the Company: Rs 3,00,000.00 (Three Lakh Only)**

Components	Monthly	Annual
<b>Basic Pay</b>	9,100.00	1,09,200.00
<b>House Rent Allowance</b>	3,640.00	43,680.00
<b>Standard Allowances</b>	4,166.67	50,000.00
<b>Allowances</b>	4,751.33	57,016.00
<b>PF Contribution Employer</b>	1,092.00	13,104.00
<b>Yearly Performance Bonus</b>		17,000.00
<b>Yearly Medical Insurance</b>		10,000.00
<b>Cost to Company (CTC)</b>	<b>22,750.00</b>	<b>3,00,000.00</b>

**ACCOMMODATION:** N/A

### WORKING HOURS

The normal working hours are from 9:00 a.m. to 6:00 p.m., Monday till Friday. This includes an hour lunch break between 12:30 p.m. to 1:30 p.m. or 1 p.m. to 2 p.m. However, as an employee you are required upon request, to attend to company matters at other times. Whilst on project you will follow the workdays observed on site by the clients based on the project requirements and deliverables.

**STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD**

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**PERFORMANCE OF DUTIES**

In performance of your duties, you will report directly to the designated business operations manager and any other representative as represented in the Organization Chart of the company from time to time.

**BUSINESS CONDUCT**

During your contract, your conduct should not discredit you or the Company. You will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion.

You will at all times faithfully and diligently perform and observe such duties as may from time to time be assigned to you and devote the whole of your time and attention to the discharge of such duties.

You will not engage directly or indirectly in any other employment or business activities without the written consent of the Management. You shall not divulge any matters that may come into your knowledge relating to the affairs of the company or its personnel (except as may be necessary for the proper discharge of your duties). Any infraction of this regulation shall render your service to instant dismissal.

**NON-DISCLOSURE OF INFORMATION**

You are to ensure that all information relayed to you during your tenure in the Company which are trade secrets, intellectual properties and classified information, are not to be disclosed to any person or persons (except to those authorized by the Company to receive such information) and should be kept confidential at all times during your tenure and after you leave the company.

Any disclosure or breach of this confidentiality will entitle the Company to institute legal proceedings against you.

**INTELLECTUAL PROPERTY**

You agree that during your tenure with the company:

- i. You will not file any application for; or
- ii. In any way attempt to obtain ownership of any patent, trade name or mark.  
Which either:

- a) Refers to; or
- b) May be suggestive of, or

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CIN - U72200KA2015FTC082597

- c) May be similar to, or
- d) May be likely to dilute,

The intellectual property rights of the company.

Any copyright, discovery, invention, secret process, intellectual property or improvement in procedure made or discovered by you during your employment or contract with the company shall

- (i) Immediately be disclosed to the Company; and
- (ii) Belong to, and shall be the absolute property of the company.

**NON-COMPETITION**

For the protection of the company and its Business, you and any person connected with you shall not, whether personally or jointly with any other person, at any time during the term of your service with the company and for a period of 2 years thereafter, do or permit any matters as set below, whether directly or indirectly, without prior written consent of the company:

- (i) Solicit or entice away our clients for whatever reason;
- (ii) Enter into an employment or services with any of our clients, suppliers or Business Associates;

Any breach of this will entitle the company to institute legal proceedings against you.

**SUPPLY OF INFORMATION**

Your employment by this company will be conditional on the correctness of the information supplied to us in the course of your application.

**Our Reference:**

In instances of your dishonesty, insubordination, serious misconduct or breach of any of our rules or regulations or any terms herein, termination of employment will be immediate and without notice or payment.

**GENERAL**



STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD

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Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

The details of this offer are confidential, and you will be subjected to disciplinary action if found to divulge such information to others.

### **OTHER TERMS, CONDITIONS AND BENEFITS**

You will follow all terms and condition stipulated in the employee's manual.

This offer attracts 3 years contract, where employee can't resign for next 3 years from the date of joining.

Employees are not allowed to resign when he / she is on a project or at client site, whether India or Abroad. Resources who have taken Temenos certification will not be allowed to resign anytime for one year from completing of certification process above the contract period mentioned in the offer letter. If anyone need to resign, then he/she will pay the amount spent for certification from the company. The resignation letters are accepted, and the relieving process begins when the employee is not assigned to any project & if he is not in the contract period as mentioned in the Offer letter.

Employees/Trainees who resign (After Contract Period) are required to provide Stoics Software Development India Pvt Ltd, with at least Ninety days written notice prior to the final day of actual work or 90 days salary in lieu of notice. This salary in lieu of notices whenever it is invoked shall be deducted in the final settlement calculated proportionately to the number of days that were short in the notice period.

The company shall not be liable for any other claims other than the terms of payments stipulated above.

All the above terms and conditions of employment are subjected to changes without prior notice. Please indicate your acceptance of the above by signing below and returning the other copy signed by you

I, **VIJAY GANESHAN** accept your offer of employment on the above terms and conditions.

18th January 2022

---

Signature

Date



Capgemini Technology Services India Limited  
(Formerly known as ICATE Global Solutions Limited)  
H 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1448050**

**Letter of Intent ("LOI")**

Dear Poorna Kumar R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Analyst and A4 with Capgemini Technology Services India Limited (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

## OFFER LETTER

Date : 09-05-2022

Qualification : B.E (CSC)

Experience :  Fresher  0 - 6 months  6 - 12 months  
 12 - 24 months  24 - 36 months  36 months & above

Address / College : SSM Institute of Engineering And Technology

Dear Pradeepa

We are pleased to offer you the Full Time Position of **TECH ENGG / SUPERVISOR / ADMIN / CRM / ASM / BH / BDE / APPRENTICE / SPECIAL ROLE** at **5K CAR CARE PVT LTD** with the start date of 01-07-2022. You will be reporting directly to Head Office at **5K CAR CARE**. We believe your skills and experience is an excellent match for our company.

We are excited to have you join our team !

**WE WILL WORK TOGETHER ! GROW TOGETHER ! WIN TOGETHER !!**

For R. Pradeepa

5K CAR CARE

**5K வாக - ஒன்றுமட்டு ! உதவிடு ! உயர்ந்திடு ! ”**  
Original Received

R. Pradeepa

5K CAR CARE PVT. LTD.

COIMBATORE

For Recruitment : 7094483937, 7094437827,

7094484592, 8012588204, 9150054750

Share Your Resume : recruitment@5knetwork.in

[HOME](#)

## OFFER LETTER

Date : 09-05-2022

Qualification : B.E (cse)

Experience :  Fresher       0 - 6 months       6 - 12 months  
 12 - 24 months       24 - 36 months       36 months & above

Address / College : SSM Institute of Engineering and Technology

Dear \_\_\_\_\_ Saranya. S \_\_\_\_\_

We are pleased to offer you the Full Time Position of **TECH ENGG / SUPERVISOR / ADMIN / CRM / ASM / BH / BDE / APPRENTICE / SPECIAL ROLE** at **5K CAR CARE PVT LTD** with the start date of 01-01-2022. You will be reporting directly to Head Office at **5K CAR CARE**. We believe your skills and experience is an excellent match for our company.

We are excited to have you join our team !

**WE WILL WORK TOGETHER ! GROW TOGETHER ! WIN TOGETHER !!**

For Mr. Akhil J

5K CAR CARE

**5K வாக - ஒன்றுமடு ! உதவிடு ! உயர்ந்திடு ! ”**

Original received

S-Saranya

5K CAR CARE PVT. LTD.  
COIMBATORE

For Recruitment : 7094483937, 7094437827,  
7094484592, 8012588204, 9150054750

Share Your Resume : recruitment@5knetwork.in  
HOME

## OFFER LETTER

Date : 09-05-2022

Qualification : BE (CSC)

Experience :  Fresher       0 - 6 months       6 - 12 months  
 12 - 24 months       24 - 36 months       36 months & above

Address / College : SSM Institute Of Engineering And Technology

Dear Suriya Kumar. V

We are pleased to offer you the Full Time Position of  
**TECH ENGG / SUPERVISOR / ADMIN / CRM / ASM / BH / BDE / APPRENTICE / SPECIAL ROLE** at **5K CAR CARE PVT LTD**  
with the start date of 01-07-2022 You will be reporting directly to Head Office at **5K CAR CARE**. We believe your skills and experience is an excellent match for our company.

We are excited to have you join our team !

**WE WILL WORK TOGETHER ! GROW TOGETHER ! WIN TOGETHER !!**

For  
Mr. A. H. I.  
5K CAR CARE

*Original resume*  
Darren

**5K வாக - ஒன்றுமடு ! உதவிடு ! உயர்ந்திடு ! ”**

5K CAR CARE PVT. LTD.

COIMBATORE

For Recruitment : 7094483937, 7094437827,  
7094484592, 8012588204, 9150054750

Share Your Resume : recruitment@5knetwork.in  
[HOME](#)



22-apr-2021

Dear Aishwarya

We are pleased to offer you the post of **System Software Engineer – Trainee** in our organization. The terms and conditions of the offer are as below. You are expected to join on or before **15-Jul-2021**. Please note that the offer is not valid beyond the agreed joining date unless otherwise with your valid reason in written and subject to company's acceptance of your reason in this regard.

**1. Designation**

: **System Software Engineer - Trainee**

**2. Probation**

: You will be on probation for an initial period of 6 months, which can be extended or reduced at the sole discretion of the Management. Until such time as you are informed in writing of your confirmation, you will continue to be on probation.

**3 Compensation**

: You are entitled for an annual pay of **₹ 3,50,000 (Three Lakhs Fifty Thousand Only) Per Annum**. The detailed pay structure will be given to you on your date of joining.

**4. Bond**

: You will be required to sign a Bond with American Megatrends Technologies India Private Limited for 3 years for **₹ 3,50,000 (Three Lakhs Fifty Thousand Only)**

**5. Notice Period**

: During probation, the appointment is terminable by either side giving 30 days' notice in writing or payment of 30 days salary in lieu thereof. After confirmation the appointment is terminable by either side giving 90 days' notice in writing or payment of 90 days salary in lieu thereof.

**6. Rules and regulations**

: This offer is valid based on report pertaining to background verification, submission of your Passport, Pan Card, Aadhar Card, course completion certificate or convocation certificate, conduct certificate and 4 wheeler Driving License. Your acceptance will be by conformance to abide the rules, regulations and guidelines of the company which is subject to amendment from time to time.

Welcome you to AMI India family and look forward for a long and mutually beneficial association

Regards,

Suhasini Ramakrishnan  
V.P - Human Resources & Quality

I have read and accept the terms and conditions of my employment as outlined in the letter above. I also understand that I will be required to adhere to the standards and practices of as outlined in the company's policy manual which I will receive on my first day

Signed (Aishwarya) \_\_\_\_\_

5th Floor, Tower - A,  
Rattha's Tek  
Meadows, No. 51,  
Rajiv Gandhi Salai  
(OMR),  
Sholinganallur  
Chennai - 600119 -  
India

Main: [91] 44-  
66540922  
Fax: [91] 44-  
66540901  
Toll Free (India):  
1-800-200-8001  
TOLL FREE (US):  
1-844 312 4164

E-LOCK EVALUATION SIGNATURE

Signer: Suhasini Ramakrishnan  
Date: 22 April 2021 15:27  
Location: Chennai  
Reason:  
Offer Letter

HRD/3T/1002402277/21-22

September 11, 2021

Mr. Jeevanivasan Ramasamy  
2/509 Kovil Yagappanpatty Thamaraipadi Dindigul 624005  
2/509 Kovil Yagappanpatty Thamaraipadi Dindigul 624005  
Dindigul-624003  
India

Ph: +91-8825630902

Dear Jeevanivasan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

**RICHARD LOBO**  
EVP and Head Human Resources - Infosys Limited

Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.09.11 10:42:33 IST  
Reason: Digitally Signed  
Location: Bangalore

INFOSYS LIMITED  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com



Date: March 03, 2021

Jeeva Nivasan R

2/509, Kovil Yagappan Patty,  
Thamarapadi, Dindigul – 624005.

Dear Mr., Jeeva Nivasan R

With reference to your application and subsequent interview with us, we are very pleased to appoint you as an **Intern** in our organization on the following terms and conditions.

**Date of Joining:** 15<sup>th</sup> March 2021.

**Reporting Person:** You will be reporting to Mr. Loganathan

**Stipend:** Your monthly stipend will be Rs. 5,000/- during the internship period. During your internship period, Pirai Infotech will providing accommodation and food.

After the internship is completed you will be carefully evaluated. Based on your performance, your CTC will be either of the below three:

Performance Rating	CTC
A+ Rating	2.4 lakhs / Annum
A Rating	1.8 lakhs / Annum
B Rating	1.2 lakhs / Annum

If you do not qualify for any of the above ratings, you will be given an option to extend the internship, or the internship will come to an end and you will be offered relevant certificates for the time you worked with us.

**Location:**

You are expected to be present in our Pollachi office (23, Postal Staff Colony, Mahalingapuram Post, Pollachi – 642004), but during the internship, you shall be posted / transferred anywhere within India or Outside India as per the need of the Company's requirement.



BONBLOC Technologies Private Limited\*

Regd. Office address: Workez Coworking Space, Block-B, Door No.3, Hansa Building RK Swamy Centre, 147, Pathari Rd, Thousand Lights, Chennai, Tamil Nadu 600006

10<sup>th</sup> May 2021

**Mr. Karankumar Manikkampillai**  
3-3-68, West Street,  
Kodairoad, Dharmapuri,  
Nilakkottai, Tamil Nadu – 624201.

Dear Karankumar Manikkampillai,

Congratulations! We are pleased to offer you a position of **Software Engineer- Level I** at BONBLOC Technologies Private Limited\* ("Company", "BB"). Please note that this offer of employment is subject to satisfactory completion of your pre-employment screening and any selection tests pending completion. Please note that this offer precedes any conversations you may have had or offers you may have received from BB or its officers or representatives.

You are assigned to our Chennai Office and expected to work starting on or before **May 13, 2021** from our Chennai offices or as intimated. Please send us your acceptance of the offer by signing & returning this document **within 3 days from the date of this offer**. If you do not, the offer will automatically stand withdrawn.

In case you may need any clarifications regarding this offer letter, please contact:

**Ms. Jessy Reshma John**  
Manager - HR  
Email: [jessy.john@bonbloc.com](mailto:jessy.john@bonbloc.com)  
Phone: +91 99623 78741

You are requested to bring the following documents on the day of joining, to complete the joining process:

- \* Four (4) self-photographs of passport size
- \* Photocopy of the education degree certificate and mark sheets for each academic year of the highest degree attained. Photocopies should include both front and back side of the certificate. A copy of the provisional degree should be accompanied by copies of marksheets or a transcript.
- \* Photocopy of a recommendation letter from the Head of the Department in the College where you completed the graduation / post-graduation (the most recent course attended).
- \* Proof of identity and/or address: Photocopy of your passport, driving license, voter's identity card or Aadhaar card, PAN Card
- \* Proof of address: Photocopy of your passport, driving license, voter's identity card or Aadhaar card, attested copy of leave and license agreement; for hostel accommodation - attested copy confirming the current address on the hostel letter-head; for paying guest accommodation – attested letter by the secretary or chairman of the society on the society letter-head; for residing with a friend – attested copy of the friend's leave and license agreement including attested copy issued by the friend confirming the candidate's address details
- \* Pre-employment medical report, if requested

We look forward to working with you.

Yours sincerely,  
For BONbLOC Technologies Private Limited\*

Jessy Reshma John  
Manager- HR  
BONbLOC Technologies Private Limited\*

\*a BONbLOC company



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207250553/Chennai**  
**Date: 09/01/2021**

Ms. Kaviya V  
 E5 Police Quarters Round Road,  
 Near Bus Stand,  
 Dindigul-624001,  
 Tamil Nadu.  
 Tel# 91-9498185790

Dear Kaviya V,

**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 System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto ₹60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206751265/Ahmedabad**  
**Date: 23/08/2021**

Ms. Krithiga  
 5-1-37 A-9Church Road,  
 Poonjolai,  
 Dindigul-624301,  
 Tamil Nadu.  
 Tel# 91-8531806670

Dear Krithiga,

**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 System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
 TCSL/DT20206751265

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5<sup>th</sup> & 6<sup>th</sup> Floor, Info Tower 1, Infocity, Airport Road, Gandhinagar 382 009 India

Tel: 91 79 6671 2600 Fax: 91 79 6671 2601 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

1

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



Strictly Private and Confidential

Date:31-May-2021

Pandimurugan Mohan  
**C9574472**

8/22, Veerananaicker Street, Sholavandan, Madurai, Tamil Nadu 625214.

8531806670

Dear Pandimurugan Mohan,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Center, India as per the below terms and conditions:

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group- Software Engineering**



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment". You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% and above or 6.5 CGPA and above in the current degree as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.



30-Aug-2021

Dear Nivetha Duraisamy,  
B.E., Computer Science  
SSM Institute of Engineering and Technology, Dindigul

**Candidate ID – 17786167**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/- . This includes an annual target incentive of INR 22,500 /- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. 450,500/- . This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.
3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized



INSPIRISYS/HRD/OL/2021/A01796  
2021

October, 05,

Ms. Parthiba A,  
2/71, Ayyampatti, Sengattampattu,  
Dindigul,  
Tamil Nadu - 624708.

OFFER LETTER

Dear Parthiba,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in Inspirisys Solutions Limited as per the terms and conditions given in the subsequent paragraphs.

We bring to your kind attention that you will be put on a training programme immediately upon appointment to make you adequate and compatible to the work atmosphere along with specialised hands on experience to meet the standard of work provided by the company which entails considerable expenses, that enhances your market value as a professional.

In accordance with company policy and guidelines you are required to sign a contractual agreement along with a surety/guarantor accepting and agreeing to work with the company for a minimum period of Thirty Six months inclusive of the above stated training, failing which you will be liable to make a payment of Rs. 1, 20,000 as liquidated damages towards expenses of training and breach of contractual period. You are put on notice that signing of this agreement is a mandatory and precedent clause for your employment with the company, therefore you may consider this offer before signing of the acceptance letter. Compliance of the same shall be strictly executed once the acceptance is received from you.

Your initial place of posting will be at Chennai and Effective date of appointment will be 11<sup>th</sup> October 21

**1. SALARY & BENEFITS**

Your salary and other emoluments are given in the Annexure.

**2. DESIGNATION & GRADE**

Your designation will be Trainee Engineer Software and the equivalent grade in accordance with our policies will be EL 110.

**SERVICE RULES**

- a) Your employment with Inspirisys Solutions Limited is full time and you shall not engage in any commercial business or pursuit on your own account or as an agent for others during the course of employment.



# HI-TECH COMPANY®

Software Solutions (Chennai) Pvt. Ltd.  
 (An ISO 9001:2015 & 27001:2013 Certified)  
 GSTIN : 33AAACH6142B1Z9

To

Permanent Address Mr. K Prakash No: 4/ 116-1, Nalupulikottai, Dindigul - 624619, Tamilnadu Mob: 6380823791	Contact Address Mr. K Prakash No: 4/ 116-1, Nalupulikottai, Dindigul - 624619, Tamilnadu Mob: 6380823791
---	---

Dear Mr. K Prakash,

We are pleased to offer you an appointment in Hi-Tech Company Software Solutions (Chennai) Pvt Ltd, as a **Junior Development Engineer**. The initial place of posting will be at our Chennai Office.

Your employment with us will be governed by the general terms and conditions of the company as outlined in Annexure A and B.

This letter of offer is valid until **7th July, 2021** for acceptance. Please sign two copies of the agreement and return it to us as a token of your acceptance.

We request you to indicate joining date at the earliest.

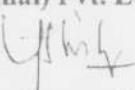
At the time of joining please bring with you (1) Your relieving letter from your present employer, (2) your educational certificates (original & one set of copy), (3) a salary certificate from your present employer, (4) 2 passport size photographs and (5) 1 stamp size photograph

We look forward to a long and mutually rewarding association with you, as a member of the Hi Tech Company Software Solutions (Chennai) Pvt Ltd, family.

Yours sincerely,

For

**Hi Tech company Software Solutions  
 (Chennai) Pvt. Ltd.,**

  
**Mathiazhagan C**  
 Director & CEO  
 30<sup>th</sup> June 2021





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20195115753/Chennai**  
**Date: 09/01/2021**

Mr. Prem Kumar J  
4-1-11 East Street, Muthukumaranpatty, Kannivadi(Po),  
Kannivadi,  
Dindigul-624705,  
Tamil Nadu.  
Tel# 91-9688975531

Dear Prem Kumar J,

**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 System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



## Offer Letter

19<sup>th</sup> July 2021

Dear Rabia Rizwana M,

Congratulations. With reference to the discussion that we had with you, we are pleased to appoint you as **Trainee Software Engineer** in **OptiSol Business Solutions**. Your place of posting will be **Chennai**.

**Date of Joining:** Your commencement date will be on **02<sup>nd</sup> August 2021**

You are eligible for the Annual Total Compensation of **Rs. 3,00,012**. The details of the Salary break-up are presented in **Annexure A**. Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. In addition to these terms, you will also be governed by the rules and regulations which may periodically be revised.

At the time of formal resignation, 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 look forward to working with you. Please feel free to reach out to us if you have any questions. Kindly sign the duplicate of this Offer Letter as a mark of your acceptance and forward the same to us in a week from the Offered date. Non-acceptance before the stipulated date shall make this offer redundant automatically.

Welcome to OptiSol, Global Tech Company of Happy People Obsessed with Customer Success, and wishing you a rewarding career over the years to come.

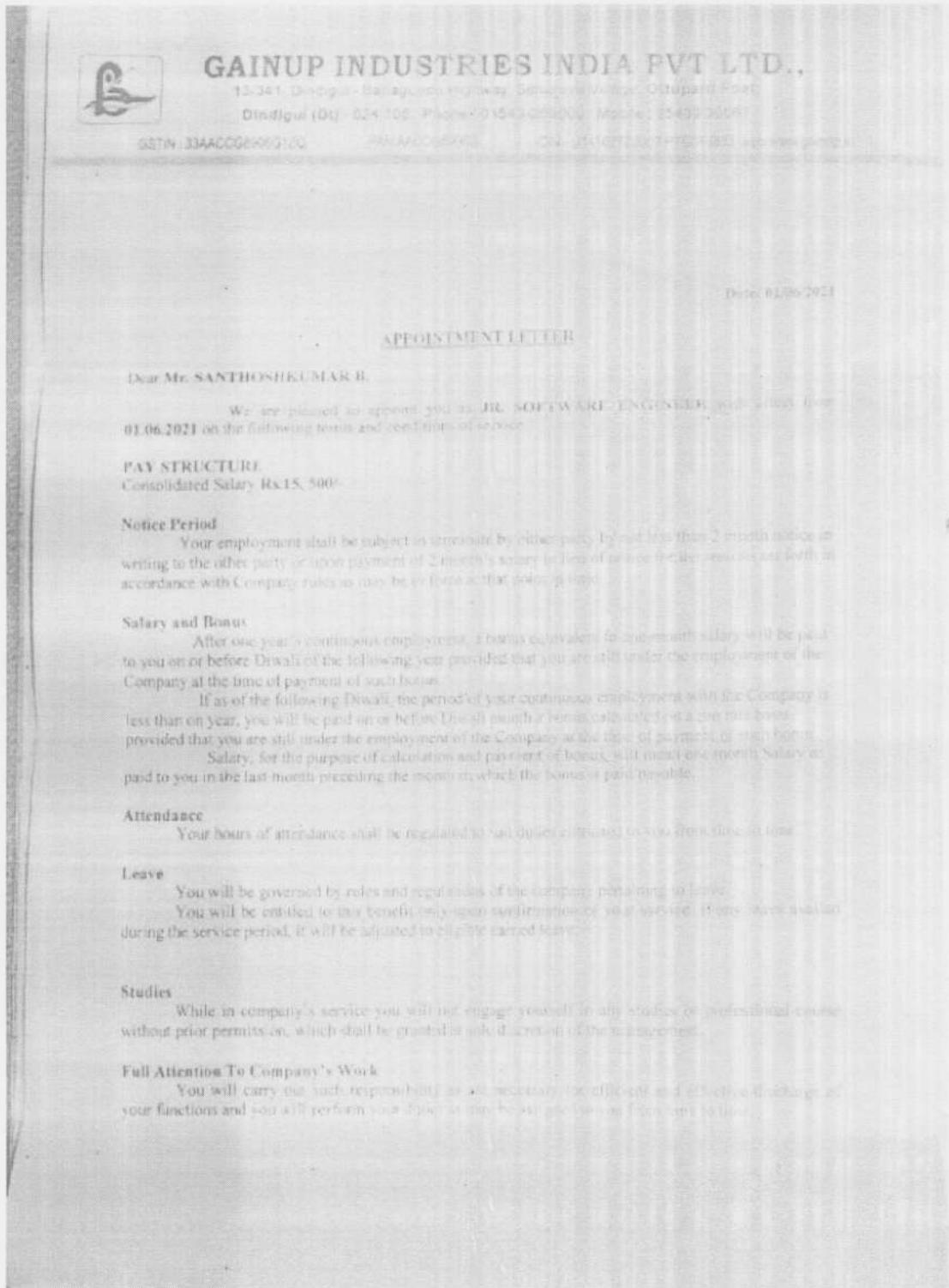
Yours Sincerely,

For OptiSol Business Solutions Private Limited

A handwritten signature in black ink, appearing to read "Jayakumar R".

Jayakumar R

"Joy Through Gratitude"





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207251163/Chennai**  
**Date: 09/01/2021**

Ms. Shruthi S  
 41/1 Kamachi IllamGopal Nagar,  
 Near Vidhyabharathi Boys Hostel,  
 Dindigul-624001,  
 Tamilnadu.  
 Tel# 91-9500064906

Dear Shruthi S,

**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 System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



875-412-7882



founders@hashdhronas.com

31st August 2021.

Ms Vaishnavi,

81 A, Alagarswamy Street ,  
Alagarnayakanpatti , Sithayankottai  
624708, Tamil Nadu.

Dear Vaishnavi,

#### **JOB PROMOTION**

Congratulations!

We are very pleased to inform you of your promotion to the post of Associate Software Engineer II with effect from 01 September 2021. You will be reporting to Ajayjayendran (Co- Founder ). Your new basic salary will be INR 2,00,000.00 per annum and INR 16,666.00 per month with effective from the above said date. Your new CTC will be subjected to Professional Tax and Tax Deducted at source ( TDS ) deductions (where applicable).

In addition, your termination notice period will be amended to 2 months. All other terms and conditions in your appointment letter remains unchanged.

We thank you for your sustained performance and commitment to the organization over the months and you truly deserve this promotion more than anyone else in your own.



30-Aug-2021

Dear Gajapriya Nagaraj,  
B.E., Computer Science  
SSM Institute of Engineering and Technology, Dindigul

**Candidate ID – 17786402**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 401,988/- . This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs. 450,500/- . This includes an annual target incentive of INR 22,500/- as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.
3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

The screenshot shows a Gmail inbox with the following details:

- Compose** button
- Inbox**: 4,128 messages
- Starred**
- Snoozed**
- Important**
- Sent**
- Drafts**: 193 messages
- Categories**
  - Social**: 2 messages
  - Updates**: 3,647 messages
- Meet**
  - New meeting**
  - Join a meeting**
- Hangouts**
  - Deepika**
  - Jane angelin beula**

**Fwd: INTENT LETTER FROM BRIGHT AND RIVER PVT. LTD**

**Khosika Kruba John** <[krubajohn0702@gmail.com](mailto:krubajohn0702@gmail.com)> Mon, Sep 20, 9:14 PM

----- Forwarded message -----  
From: Josephine Anita <[josephine.anita@bright-river.in](mailto:josephine.anita@bright-river.in)>  
Date: Mon, 13 Sep 2021, 9:56 am  
Subject: INTENT LETTER FROM BRIGHT AND RIVER PVT. LTD  
To: <[krubajohn0702@gmail.com](mailto:krubajohn0702@gmail.com)>

Hi Khosika,

Greetings from Bright and River India Pvt Ltd !!!

It is my pleasure to extend you an offer to join Bright and River India Private Limited as a "Content Control Operator". Your expected starting date is on 13th Sep 2021.

You will need to provide necessary documents that are mentioned below at the time of joining.

1. Educational certificates (10th, 12th, degree & provisional certificate photocopy)
2. Aadhar card ( 2 photocopies )
3. PAN card ( 2 photocopies )
- 4.3 Passport size photo

*Our Office Premises address:*

The screenshot shows a Gmail inbox with the search bar set to "Inten". A single email from "kowshika dhayalan <kowsikadhayalan112000@gmail.com>" is selected. The email was sent on "Wed, Sep 22, 7:44 PM" and is a forwarded message from "Josephine Anita <josephine.anita@bright-river.in>". The subject is "INTENT LETTER FROM BRIGHT AND RIVER PVT. LTD". The recipient is "kowsikadhayalan112000@gmail.com". The body of the email contains a greeting, information about the job offer, required documents, and office address.

Hi Kowshika,

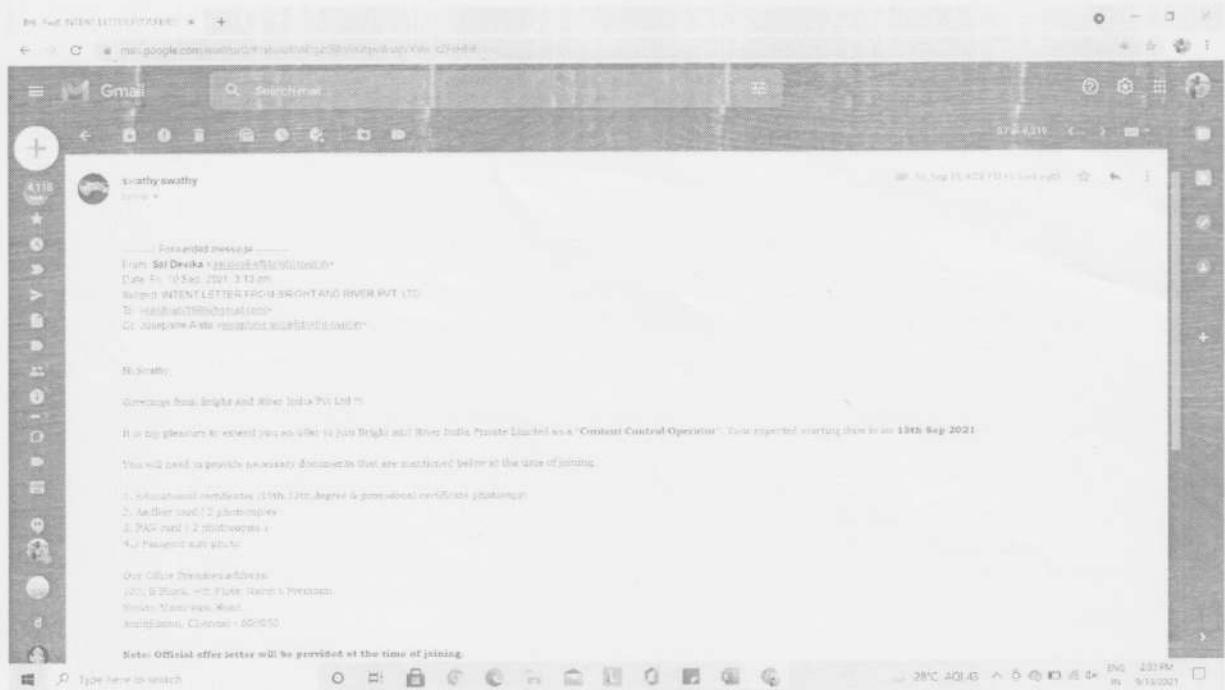
Greetings from Bright and River India Pvt Ltd !!!

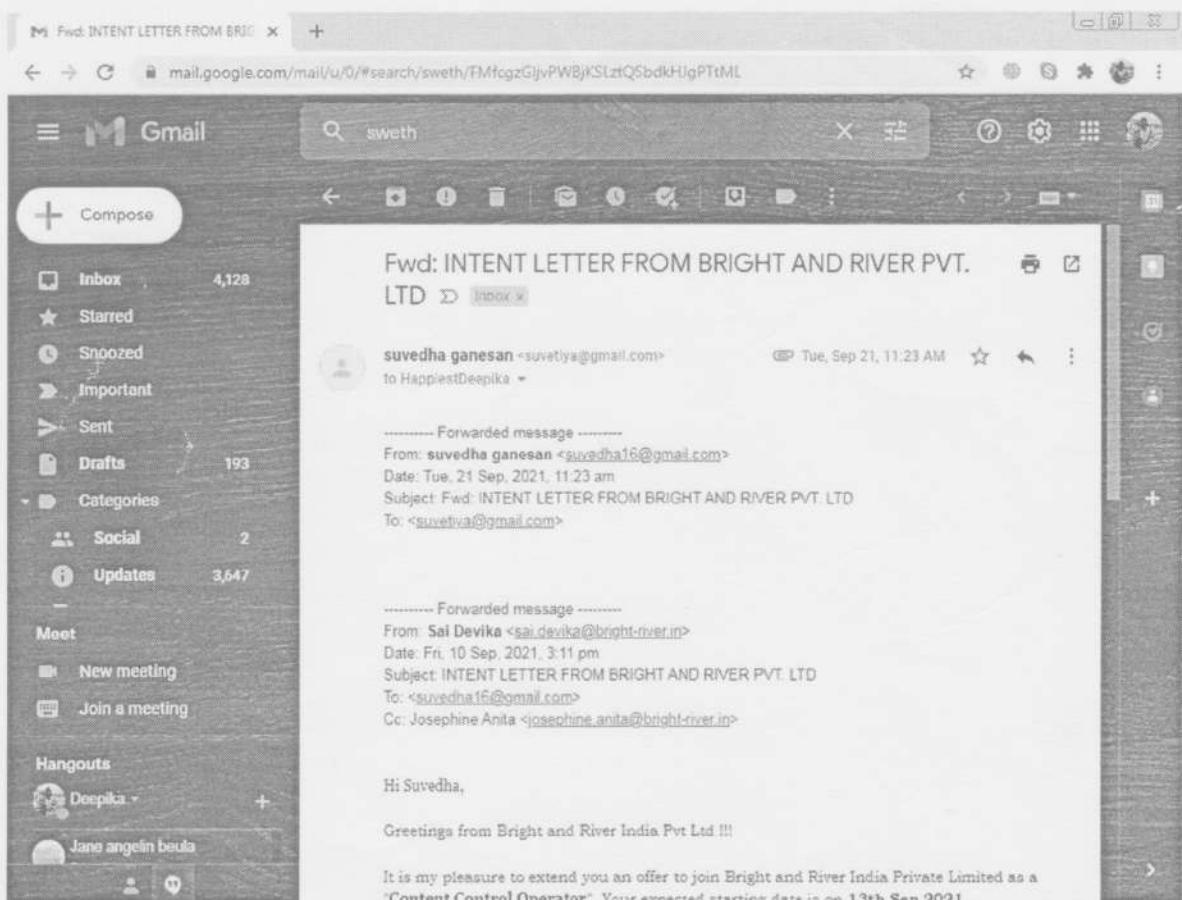
It is my pleasure to extend you an offer to join Bright and River India Private Limited as a "Content Control Operator". Your expected starting date is on **27th Sep 2021**.

You will need to provide necessary documents that are mentioned below at the time of joining.

1. Educational certificates (10th, 12th, degree & provisional certificate photocopy)
2. Aadhar card ( 2 photocopies )
3. PAN card ( 2 photocopies )
- 4.3 Passport size photo

Our Office Premises address:  
103, B Block, 4th Floor, Navin's Premium,  
Nelson Manickam Road,  
Aminjikarai, Chennai - 600050





# BSA Corporation Limited



S.No.	Name of the Student	Gender	Department
1	Akash .S	Male	CSE
2	Abirami . S	Female	CSE
3	Anush Rathna . B	Female	CSE
4	Arun Ramm . J.K.R	Male	CSE
5	Ashwini . A	Female	CSE
6	Avanthiga .S.K	Female	CSE
7	Ayswaryaa . V.P	Female	CSE
8	Bharathi . S	Female	CSE
9	Bhuvaneswarl .K	Female	CSE
10	Catherine Fransina.M	Female	CSE
11	Dhavya Shree . D.K	Female	CSE
12	Durga . B	Female	CSE
13	Gopi .K.R.D	Male	CSE
14	Gowshikka.K	Female	CSE
15	Guhan.A	Male	CSE
16	Hari Krishnan .S	Male	CSE
17	Hari Prasath .M	Male	CSE
18	Kailasam .K	Male	CSE
19	Kovarthini . R	Female	CSE
20	Mahalakshmi . P	Female	CSE
21	Maheswaran .K.R	Male	CSE
22	Mahjafinnisha.M	Female	CSE
23	Manisha .S	Female	CSE
24	Meena . N	Female	CSE
25	Menaka . N	Female	CSE
26	Nagaraj . R	Male	CSE
27	Nilani.M	Female	CSE
28	Prarthana.S	Female	CSE
29	Shallini . R	Female	CSE
30	Shangavi . R	Female	CSE
31	Shannugapriya. K	Female	CSE
32	Shifana sheerin . A	Female	CSE
33	Subalakshmi . V	Female	CSE
34	Subha . S	Female	CSE
35	Sugapriya . R	Female	CSE
36	Vijayalakshmi . R	Female	CSE
37	Vimala Karthika . P	Female	CSE
38	Vishnu Priya . V	Female	CSE
39	Kalvi Rayan .B	Male	CSE

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## BSA Corporation Limited

Corporate Office: 18-20, Sukhwani Fortune, Morwadi Road, Pimpri, Pune – 411018  
 Tel.: +91 20-27474997 Telefax: +91 20-27474962 Email: marketing@bsagroup.in Website:  
[www.bsagroup.in](http://www.bsagroup.in)



SCHOOL OF LINUX

(2)

Date: 29 Jan 2020

Sub: Offer of Employment as REDHAT Trainer

Reference Number: SOL-2020-0706

Dear Abinaya V (922116104002, CSE, SSM Institute of Engineering & Technology),

Following your interview with us for the position of **REDHAT Trainer**, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.

Regards

k Muthukumar

SCHOOL OF LINUX

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016



Ref No. : 139287 / 2021

May 5, 2021

**Abirami Srinivasan**

14 1 College House Road Opp To Annamalaiyer School Nagal Nagar Adiyanthu, Tirupur, 624003.

Subject: Employment Letter

Dear Abirami Srinivasan,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (GCM Level - GCM 1)**. Your total emoluments are **Rs. 340000/-per annum**, as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate this employment agreement by providing a written notice or payment of basic pay of 90 days, to the other party. The notice period shall be 30 days during training period and 90 days thereafter. This offer is subject to your satisfactory completion background verification. Your retention in the company's employment will be subject to your continued medical fitness. The company reserves the right to ask you to undergo medical examination as and when considered necessary.

You are requested to be available for your virtual onboarding on **May 5, 2021** at 10.00 AM and your work location will be **Pune**.

**This offer letter is subject to completion of below mentioned Terms and Conditions: -**

You shall successfully complete and submit the Graduation/Diploma/Post-Graduate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog.

If you fail to successfully complete your exams as mentioned above and/or to submit the above mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. By accepting this offer, you agree to abide by all Atos|Syntel policies and procedures as well as the terms and conditions annexed hereto.

Any communication regarding your terms of employment, or compensation must be in writing and signed by an authorized human resources ("HR") representative of Atos|Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

# Tecnotree

(4)

## Offer of Appointment – Tecnotree Convergence Private Limited

Ref: TT/OA/2021/1010

April 28, 2021

Arun Raam J.K.R  
Bangalore.

Dear Arun,

Congratulations! We are delighted to inform that you have been selected for employment in our organization as a Graduate Engineer Trainee. You will be positioned at job level L075.

At Tecnotree, the coming year of transformation and growth will call for agile thinking and being creative in finding solutions to challenges. We are sure, you will take lead and contribute in the digital transformation that Tecnotree is driving across the telecom ecosystem.

We thank you and appreciate your decision to join Tecnotree Convergence Pvt Ltd. You are requested to contact Nazeer Basha P at the following address to take up your assignment latest by April 29, 2021 not later 10.00 am.

Tecnotree Convergence Private Limited,  
Tower B, 5<sup>th</sup> Floor, Phase 2, No. 3,  
RMZ Infinity, Old Madra Road,  
Benniganahalli, Bangalore (East), Pin – 560 016.

Your compensation is outlined in Annexure I. The Flexi Benefit Plan is detailed in Annexure II. The standard terms and conditions governing your employment are available in Annexure III.

On the date of your joining, you are requested to produce original documents for reference and photocopies of the original documents as listed in Annexure IV. It is mandatory to submit all the required documents to initiate joining, background verification / validation and appointment process in Tecnotree.

The validity of this offer is close of business on April 28, 2021. As a token of acceptance of this offer, please sign and return a copy of this letter and annexure to the above given concerned and address at the earliest. You may also accept the offer and its terms and condition through an email to Vuyala Pachipulusu [Vuyala.Pachipulusu@tecnote.com](mailto:Vuyala.Pachipulusu@tecnote.com)

We are excited and looking forward to have a fruitful association with you and assure you a challenging career ahead.

Welcome aboard!

For Tecnotree Convergence Private Limited,

  
Anil Peter Monteiro

Vice President  
People and Academy

  
Arun Raam J.K.R

Tecnotree Convergence Private Limited  
No 652/2, B-Block, 1st Floor, Level 03, Bagmane TRIDIB Bagmane Tech Park,  
C.V. Raman Nagar, Byrasandra, Bangalore -560093 India Tel +91 80-4014 0600





5

Ref: TCSL/DT20195354473/1322737/Chennai  
Date: 30 August 2020

MS. AVANTHIGA  
43,Itchikullam Mdcc Bank Street,  
Natham(Post/Tk), Dindigul,  
TAMIL NADU-624401.  
Tel# 918778013876

**Sub: Joining Letter**

Dear Ms. Avanthiga,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **14th September 2020** and your training location is **Chennai**. We are pleased to inform you that your work location is **CHENNAI** and your stream is **IT**. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **09:30 AM** on the date mentioned above.

Tata Consultancy Services Limited, 1/G1  
SIPCOT IT Park Navalur PO,  
Siruseri, Tamil Nadu 600119,  
Chennai, Tamil Nadu-600119.

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

Contact Person: Mr. Antony Arockianathan  
Phone: 9104467439032  
Email Id: [anton.y.arockianathan@tcs.com](mailto:anton.y.arockianathan@tcs.com)  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Akruti Business Park, Gateway Park, Road NO.13 MIDC Andheri Mumbai 400 093 India

Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website [www.tcs.com](http://www.tcs.com)

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

# NAGA LIMITED



NL/APP/ HR /2021

11<sup>th</sup> Jan 2021

To,

Ms. S Bharathi,  
30, Abirami Nagar East,  
Siluvathur Road,  
Dindigul – 624005,

Dear Ms. S Bharathi,

**Sub: Appointment Order**

With reference to your application and the subsequent discussions we had with you regarding your candidature, we are happy to inform that you have been appointed as "Assistant – SAP" for Service Division of Naga Limited with effect from 11.01.2021. You will be governed by the following terms and condition.

**1. Documents:**

At the time of your joining, you are expected to provide copies of the documents as per list in Annexure 1. You will also produce the original documents for verification, after which they will be returned to you.

**2. Posting:**

You will be initially posted in our Service Division. However, you can be transferred to any other division / subsidiary of Naga in any other place, where it has its presence or new expansions.

**3. Probation:**

Six Months with effect from the date of joining. Your performance and suitability will be evaluated by your reporting officer once in three months and shortcomings or improvement needed, if any will be explained to you by the reporting officer and indicated in the periodical report, which you may please sign as having understood. Your appointment is subject to expressed condition of satisfactory performance and desirability of continuation in company as per probation evaluation report and in case if found that your performance is not satisfactory the management may either extend your probation period or remove you from service of the company without any notice period or pay confirming your equipment, papers, files etc and obtaining No due certificate from concerned departments.

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Page 1 of 5

Regd Office : No.1, Annapillai Street, Chennai - 600 001, Tamil Nadu, India

Tele-Fax : 044-25363535 CIN : L24246TN1991PLC020409

Administrative & Head Office : No.1, Trichy Road, Dindigul - 624 005, Tamil Nadu, India,

Ph : 0451-2410121, 2410168 Fax : 0451-2410122

Email : [nagalimted@nagamills.com](mailto:nagalimted@nagamills.com) Website : [www.nagamills.com](http://www.nagamills.com)

HRD/1000499471/20-21

February 18, 2021

Ms. Bhuvaneswari Kannan  
65, Vellalar Street,  
Nagal Nagar  
Dindigul-624003  
India

Ph: +91-9940905354

Dear Bhuvaneswari,

Congratulations! We are delighted to make you an offer as Systems Engineer Trainee and your role is Systems Engineer.

Here are the terms and conditions of our offer:

#### Joining

Your scheduled date of employment with us will be 03-Mar-2021.

#### Location

Your location of training is MYSORE, India . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

#### Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

HRD/1000499481/20-21

February 18, 2021

(8)

Ms. Divya Shree D K

31

Ganapathy AgraHaram  
Dindigul-624001  
India

Ph: +91-8838752266

Dear Divya Shree,

Congratulations! We are delighted to make you an offer as Systems Engineer Trainee and your role is Systems Engineer.

Here are the terms and conditions of our offer:

#### **Joining**

Your scheduled date of employment with us will be 03-Mar-2021.

#### **Location**

Your location of training is MYSORE, India . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."

#### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

9



**GOPI K.R.D**

LEAD DEVELOPER

ID : PI-IN-019

p i r a i



(10)

03<sup>rd</sup> May, 2021  
ET-21-14

To,  
Guhan

Subject:- Letter of Appointment as Software Engineer

Dear Guhan,

Following completion of your three months training period at Effivity Technologies, we have reviewed your performance and found the same to be **Exceeding Expectation**.

We know the amount of effort that you put into your job and we assure you that your efforts are appreciated. We also know that sometimes, in the hustle and bustle of the day, we may not show our appreciation as effectively as we might. But be rest assured that all your accomplishments are well observed and noted.

In view of the above, we are pleased to inform you that you have been confirmed to the position of **Software Engineer** at Effivity Technologies with effect from **1<sup>st</sup> April 2021**. Your salary has been revised to **3.25 Lacs per annum**, which works out to be a **69% hike**, with effect from your confirmation date, which indicates cost to company and all allowances and any other benefits. You shall receive your payment on or before the 10th of every month.

Your salary will be reviewed during our annual appraisal and increases will be based upon satisfactory performance in the position.

In the event of you deciding to resign from the organization, 60 days' notice period is required with satisfactory completion of all exit procedures.

Effivity Technologies Pvt. Ltd.  
106(A), Tidel Park, No.4, Rajiv Gandhi Salai, Taramani,  
Chennai - 600 113, Tamil Nadu, India

USA    UK    UAE    India    KSA    Kuwait

Africa

Mobile: +91-98458-10081, +91-96631-67776  
Web: [www.effivity.com](http://www.effivity.com)  
Email: [info@effivity.com](mailto:info@effivity.com)  
Europe    Hong Kong    Australia

Letter of Offer

Dear Maheswaran K R,

Date: 12-Oct-2020

Based on your application and the subsequent discussions you had with us, we are pleased to offer you a position of "Trainee Developer" in "Research & Development" in our organization, as per the terms applicable.

Your starting Monthly CTC including all benefits will be CTC: 10,000/-.

Your first day of employment would be on or before 05-10-2020. Offer not accepted within 3 days of receipt is liable to lapse at the discretion of the Company.

You will be on probation for a period of 6 months. The company may waive, reduce or extend your probation period at its discretion. You are deemed to have successfully completed your probation period only after the company has informed you in writing.

A formal "Appointment Order" along with the Terms and Conditions of employment, will be given to you after the successful completion of probation period. Please note that you have to sign a Non-Disclosure Agreement at the time of joining. Two months prior notice is needed for relieving or truncation from the service.

We look forward for a long and successful association together towards success.

For Osiz Technologies Private Limited

Human Resource Management

Authorized Signatory



Osiz Technologies Private Limited,  
No-22,Astalakshmi Nagar,  
Thanankankulam,Thirunagar,  
Madurai-625 006.  
Ph: 91 452-2482754

**AR XTLABS**

Advanced Research

12

Dear S.MANISHA

**Welcome to AR XTLABS**

It is the quality of its people that defines AR XTLABS. We hire only the best, and we develop their strengths in an environment that cultivates teamwork as well as individual initiative; reliance on hard data as well as innovative strategic thinking; and unwavering professional standards as well as a sense of perspective and enjoyment.

At AR XTLABS, people are our single most important asset. With an eclectic mix of background, experience, culture, and interest, we take pride in assisting clients develop creative solutions to the most critical problems faced in business. To achieve this, we are committed to creating a healthy, safe, and fulfilling work environment in which people can grow, individuals can make a difference and teams can win. Since there is no single path to success, we help shape the path that best fits an individual's unique abilities and aspirations.

We recognize that outstanding, talented people come from all walks of life and can contribute a rich set of viewpoints and experiences to our organization and thus we recruit people who meet these exceptional standards for intellectual leadership, creativity, and ability to work in and lead a team.

Diversity nurtures a stronger, more exciting team environment and allows us to provide better insights to our clients. We champion diversity as an important source of perspectives, opportunities, and relationships for our business and our people.

We are committed to making AR XTLABS a company in which all individuals have an opportunity to flourish and succeed. We have found that creating such an environment makes AR XTLABS not only a better place to work but also better geared to meet the needs of our clients.

We are happy to have you with us and we wish you a rich and learning experience. We also wish you many years of a fruitful and mutually beneficial association with AR XTLABS.

Warm Regards,

A handwritten signature in black ink, appearing to read 'Balabaranian T'.

Balabaranian T  
Head -Human Resources -India.

Pl. No. 306, 3rd Floor flat No:302, Beside cgr international school Ayyappa Society Main Road,  
Madhapur, Hyderabad-500081 ☎ 040-48533449 ✉ hr@arxtlabs.com 🌐 www.arxtlabs.com



DATE: 3/8/2021

NAME: S.MANISHA

EMP.ID:DG1222

Place: Dindigul

Dear S.MANISHA

This is to confirm that based on our discussion we are pleased to offer you employment with AR XTLABS.

The details of our offer are based on this letter and the Standard Terms and Conditions of Employment, which are attached as Annexure B hereto. Please read and retain them for your record.

#### **1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 Your designation is Process Executive.
- 1.2 You will report directly to the Team Leader or any one of his/her designate(s), as applicable.

#### **2. SALARY**

- 2.1 You will receive a starting annual compensation package of INR. 120000/- cost to company, as set out in Annexure "A" to this letter ("Compensation Annexure").
- 2.2 The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

#### **3. PROBATION**

You will initially be on probation for a period of 3 months from the actual date of your joining the Company. An employee is eligible for Confirmation post the completion of the Probation period subject to a satisfactory performance review. The Probation period may be extended by the reporting manager and the same shall be binding by the employee.

- 3.1 During the probationary period, your services are liable to be terminated with 7 working days' notice on either side.
- 3.2 During the probationary period, your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period you will be confirmed in the regular service of the Company.

#### **4. TERMINATION**

Your employment with the Company may be terminated at any time by the Company in accordance with the provisions of clause 14 of the Annexure "B" hereto.

#### **5. LEAVE ENTITLEMENT**

- 5.1 You will during your first twelve months of continuous service and during every subsequent twelve months of continuous service be entitled to (i) 7 working days Sick Leave in a calendar year on account of any sickness or accident sustained by you, and (ii) 21 working days Earned

SCHOOL OF LINUX



(B)

Date: 29 Jan 2020

Sub: Offer of Employment as REDHAT Trainer

Reference Number: SOL-2020-0707

Dear Nithish Kumar M (922116104035, CSE, SSM Institute of Engineering & Technology),

Following your interview with us for the position of **REDHAT Trainer**, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.

Regards

*k. nithi k.*

SCHOOL OF LINUX

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016



**SCHOOL OF LINUX**

Date: 29 Jan 2020

Sub: Offer of Employment as Java Trainer

Reference Number: SOL-2020-0710

Dear ROSELINE JAYASHREE J (922116104038 , CSE , SSM Institute of Engineering & Technology),

Following your interview with us for the position of JAVA Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.

Regards

*K. Muthukumar*

**SCHOOL OF LINUX**

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016

**AR XTLABS**

Advanced Research

05

Dear B.SHANMUGAPRIYA

**Welcome to AR XTLABS**

It is the quality of its people that defines AR XTLABS. We hire only the best, and we develop their strengths in an environment that cultivates teamwork as well as individual initiative; reliance on hard data as well as innovative strategic thinking; and unwavering professional standards as well as a sense of perspective and enjoyment.

At AR XTLABS, people are our single most important asset. With an eclectic mix of background, experience, culture, and interest, we take pride in assisting clients develop creative solutions to the most critical problems faced in business. To achieve this, we are committed to creating a healthy, safe, and fulfilling work environment in which people can grow, individuals can make a difference and teams can win. Since there is no single path to success, we help shape the path that best fits an individual's unique abilities and aspirations.

We recognize that outstanding, talented people come from all walks of life and can contribute a rich set of viewpoints and experiences to our organization and thus we recruit people who meet these exceptional standards for intellectual leadership, creativity, and ability to work in and lead a team.

Diversity nurtures a stronger, more exciting team environment and allows us to provide better insights to our clients. We champion diversity as an important source of perspectives, opportunities, and relationships for our business and our people.

We are committed to making AR XTLABS a company in which all individuals have an opportunity to flourish and succeed. We have found that creating such an environment makes AR XTLABS not only a better place to work but also better geared to meet the needs of our clients.

We are happy to have you with us and we wish you a rich and learning experience. We also wish you many years of a fruitful and mutually beneficial association with AR XTLABS.

Warm Regards,

A handwritten signature in black ink, appearing to read 'Balabaranian T.'

Balabaranian T  
Head -Human Resources -India.

Pl. No. 306, 3rd Floor flat No:302, Beside cgr international school Ayyappa Society Main Road,  
Madhapur, Hyderabad-500081 ☎ 040-48533449 ✉ [hr@arxtlabs.com](mailto:hr@arxtlabs.com) ⌂ [www.arxtlabs.com](http://www.arxtlabs.com)

SCHOOL OF LINUX



(16)

Date: 29 Jan 2020

Sub: Offer of Employment as Java Trainer

Reference Number: SOL-2020-0708

Dear SIVASRIMADHUMITHA G (922116104046 , CSE , SSM Institute of Engineering & Technology),

Following your interview with us for the position of JAVA Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.

Regards

*k. muthukumar*

SCHOOL OF LINUX

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016



(17)

**SCHOOL OF LINUX**

Date: 29 Jan 2020

Sub: Offer of Employment as Java Trainer

Reference Number: SOL-2020-0709

Dear SOUNDHARYA A (922116104047 , CSE , SSM Institute of Engineering & Technology),

Following your interview with us for the position of JAVA Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.

Regards

*F. Muthukumar*

**SCHOOL OF LINUX**

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016

**Atos | Syntel**

Ref No. : 139288 / 2021

**May 5, 2021****Subha Subbiah**Kunjanampatty Kuttathupatty Post Dindigul,  
Tirupur,624002.**Subject: Employment Letter**

Dear Subha Subbiah,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (GCM Level - GCM 1)**. Your total emoluments are **Rs. 340000/-per annum**, as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate this employment agreement by providing a written notice or payment of basic pay of 90 days, to the other party. The notice period shall be 30 days during training period and 90 days thereafter. This offer is subject to your satisfactory completion background verification. Your retention in the company's employment will be subject to your continued medical fitness. The company reserves the right to ask you to undergo medical examination as and when considered necessary.

You are requested to be available for your virtual onboarding on **May 5, 2021** at 10.00 AM and your work location will be **Pune**.

**This offer letter is subject to completion of below mentioned Terms and Conditions:-**

You shall successfully complete and submit the Graduation/Diploma/Post-Grauate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog.

If you fail to successfully complete your exams as mentioned above and/or to submit the above mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. By accepting this offer, you agree to abide by all Atos|Syntel policies and procedures as well as the terms and conditions annexed hereto.

Any communication regarding your terms of employment, or compensation must be in writing and signed by an authorized human resources ("HR") representative of Atos|Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

ஏந்தமிடு தலைவர்களை வெளியிடுவதற்கு முன்  
உத்திரவுப்பு, முதல்  
(ஒய்வு மன்றமாக)



வெளியிடுவதற்கு முன் : V. அந்தாபான்தியன்

பகுதி : மிஸ் மன்றமாக

LIC NO : -----

  
வெளியிடுவதற்கு முன்



12

**SCHOOL OF LINUX**

Date: 12 Jan 2019

**Sub: Offer of Employment as Linux Trainer**

**Reference Number: SOL-2019-2808**

**Dear DHANANANDHINI D (922115104005, CSE , SSM Institute of Engineering & Technology),**

**Following your interview with us for the position of Linux Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.**

**Regards**

*k. Muthukumar*

**SCHOOL OF LINUX**

No. 227/2c, Sal Towers, Level 1, Byepass Rd., Madurai - 625016



(3)

**SCHOOL OF LINUX**

Date: 12 Jan 2019

**Sub: Offer of Employment as Linux Trainer**

**Reference Number: SOL-2019-2809**

**Dear GANESHRAJ M (922115104009, CSE , SSM Institute of Engineering & Technology),**

**Following your interview with us for the position of Linux Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.**

**Regards**

*k. Muthukumar*

**SCHOOL OF LINUX**

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016

Capgemini

**ARICENT TECHNOLOGIES (HOLDINGS) LIMITED**  
 101, Panchsheel Park, New Delhi-110017  
 Website: [www.aricent.com](http://www.aricent.com) | Email: [info@aricent.com](mailto:info@aricent.com)  
 +91 98105 5001  
 +91 98106 1500  
 +91 98107 54001

**Offer of Employment**

Date: 10 June 2021

Harini K.K.  
 8820, Mengies Road, Mendonza Colony, Nagai Nagar  
 Dindigul, Tamil Nadu - 624003  
 Email Id: [harinikk724@gmail.com](mailto:harinikk724@gmail.com)

Dear Harini,

We are pleased to offer you a full-time position at **Grade E2** in which your designation would be **Software Engineer / Test Engineer**, as per the requirement of the business at the time of your joining with Aricent Technologies (Holdings) Limited on the following terms and conditions.

1. The value of your annualized Cost to company(CTC) will be INR 350,008. The details of your CTC break-up are enumerated in Salary Annexure which is mentioned below. The company will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable laws and regulations. The company shall also have the right to vary, amend and modify any item of the salary package including the benefits as per the company policy and procedures and as per any law prevalent in the country. The Date of Joining and other relevant details will be separately intimated to you at the above mentioned Email ID.
2. Your employment with the Company is subject to the condition that you will successfully complete training related to your profile. The training period usually vary from 8 to 12 calendar weeks and conducted at a facility as deemed appropriate by the Company. Successful closure of the training would be based on the sole assessment of the Company and unsuccessful training would lead to the termination of your employment with the Company.
3. Should you decide to voluntarily leave the Company or there be a separation by way of dismissal on grounds of indiscipline/ misconduct and/or non-performance or continued absence from services without sufficient cause or authorization (of which the Company shall be the sole judge) or abandoning your services before completing 21 months from your Date of Joining, the Company reserves the right to recover appropriate training cost as per terms and conditions agreed between the Company and yourself vide a separate bond agreement. You agree herein that the terms of the bond agreement, though not being repeated herein for the sake of brevity, have been made clear to you and are acceptable to you.
4. Your employment with the Company may be terminated after giving a notice of three months or salary (Basic + FBP) in lieu thereof. Subject to compliance of the terms of above mentioned Clause no.3, in case you decide to leave the Company, you are bound to give three months' notice before leaving the Company. During notice period, you will ensure that all your on-going activities are successfully completed and/or handed over as per the Company guidelines on the separation process. Depending upon business requirements, the Company may or may not accept your request to shorten serving of the notice period against the payment of salary (Basic + FBP) in lieu of such shortened notice period.
5. You will be on probation for a period of Nine months from your Date of Joining the Company. You will be deemed to have completed probation period subject to:

Registered Office: 5, Jain-Mendir Marg (Annexe)  
 Connaught Place, New Delhi-110001, India  
 CIN U27900DL2006PLC149718

*Harini K.K.*  
 17/06/21  
 Page 1 of 6



**SCHOOL OF LINUX**

Date: 12 Jan 2019

**Sub: Offer of Employment as Python Trainer**

**Reference Number: SOL-2019-2810**

**Dear JANANI S (922115104015, CSE ,SSM Institute of Engineering & Technology),**

**Following your interview with us for the position of Python Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.**

Regards

*k. Muthukumar*

**SCHOOL OF LINUX**

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016

# GenNext

**GenNext PLM Pvt. Ltd.,  
No.5, PMK Nagar, Mahalingapuram,  
Nungambakkam, Chennai - 600 034.  
Tamilnadu, India.**



**Name : P.KEERTHANA  
Emp. ID : GNS-E-0170  
Application Engineer**

**Issuing Authority**

**Address : C2/3 New Police Lane,  
Round Road,  
Dindigul**

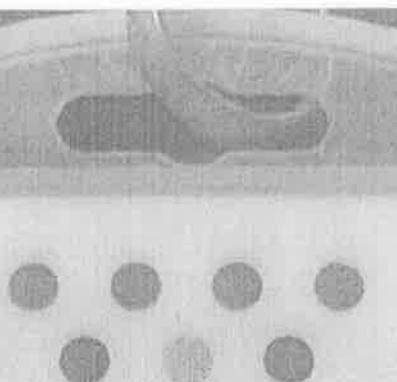
**Emergency Ct : 6379596346**

**Blood Group : B+ve**

## **INSTRUCTIONS**

1. This Identity card relates to the identity of the person described.
2. It should be carried by the employee while on duty.
3. If lost report immediately to issuing Authority in writing.
4. The ID card is the property of the Company and non-transferable and must be surrendered immediately upon cessation of employment.

**GenNext  
GenNext PLM Pvt. Ltd.,  
Registered Office :  
Flat No.301, Emerald Homes, SN.12,  
PN.13, Village Mhalunge, Tal-Mulashi,  
Pune-411045, Maharashtra, India.**



# RheinBrücke

IT Consulting



Keerthini Manoharan  
RB00221

[www.rheincs.com](http://www.rheincs.com)



Ref: TCSL/DT20184518962/1343186/Chennai  
Date: 20 December 2019

MS. KOKILA  
Pudukalanjpatti Kalanjpatti,  
Oddanchatram, DINDIGUL,  
Tamilnadu-624619.  
Tel# 919944507194

**Sub: Joining Letter**

Dear Ms. Kokila,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **09th January 2020** and your training location is **Chennai**. We are pleased to inform you that your work location is **Chennai** and your stream is **IT**. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services Limited, 1/G1  
SIPCOT IT Park Navalur PO,  
Siruseri, Tamil Nadu 600119,  
Chennai, Tamil Nadu-600119.

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

Contact Person: Mr. Antony Arockianathan  
Phone: 04467439033  
Email Id: antony.arockianathan@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

Private and Confidential

**TATA CONSULTANCY SERVICES**

Page | 1

Tata Consultancy Services Limited  
Akriti Business Port, Gateway Park, Road No. 13, MIDC Andheri Mumbai 400 093 India  
Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building 9th Floor Natman Point Mumbai 400 021



Hotfoot.



MAGESHWARAN SK

Emp ID: 4000120

Hotfoot Technology Solutions

1st Floor "NatWest", #36, Kumakoti Nagar Main Road  
Pattikaranai, Chennai, 600100 | INDIA

Pb: +91 44 48680361



10

**SCHOOL OF LINUX**

Date: 12 Jan 2019

**Sub: Offer of Employment as Python Trainer**

**Reference Number: SOL-2019-2811**

**Dear MALINI E (922115104024, CSE , SSM Institute of Engineering & Technology),**

**Following your interview with us for the position of Python Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.**

**Regards**

*k. Muthukumar*

**SCHOOL OF LINUX**

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016



**SCHOOL OF LINUX**

Date: 12 Jan 2019

Sub: Offer of Employment as Python Trainer

Reference Number: SOL-2019-2812

Dear MANOJ KUMAR B #922115104025, CSE , SSM Institute of Engineering & Technology),

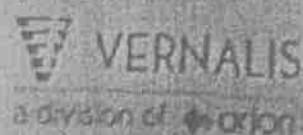
Following your Interview with us for the position of Python Trainer, we are pleased to offer you the said position in our company. The terms of your employment are attached with this offer. We hope that you will have great learning in your role, and able to make significant contributions to our company.

Regards

*K. Muthukumar*

**SCHOOL OF LINUX**

No. 227/2c, Sai Towers, Level 1, Byepass Rd, Madurai - 625016



OFFER OF APPOINTMENT

Ref: Vern/Dec 2018/OL - 510

Date: December 19, 2018

To,

Mathankumar Jawaharlal  
4/503, GnanaanandhaGiri Nagar,  
Vedapatti, Adiyapuram,  
Dindigul - 624 003

Dear Mr. Mathankumar,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the "Company") on the terms and conditions detailed in this letter under Annexure A hereto.

**1. DESIGNATION AND DATE OF JOINING:**

You are appointed as Junior Associate Trainee with the Company with effect from December 19, 2018 (the "Effective Date").

**2. SALARY:**

Your Salary will be as detailed under Annexure C to this letter (the "Salary").

**3. DOCUMENTS:**

On the date of appointment, you are required to furnish the documents as described under Annexure B to this letter.



Orion India Systems Pvt. Ltd.

Registered Office : 4/3, Pandalur Main Road, Pandalur, Coimbatore - 641 021

© 2018 Orion India Systems Pvt. Ltd.

Vernalis

Page 1 of 10

Mumbai : +91 22 6644 2222

Chennai : +91 44 4212 2222

Hyderabad : +91 40 4955 2222

Kochi : +91 484 4212 2222

Delhi : +91 11 4212 2222

Bangalore : +91 80 4212 2222

Gurgaon : +91 124 4212 2222

Chennai : +91 44 4212 2222

Corporate : +91 44 4212 2222

## Letter of Offer



06.02.2019

WIPL/SSM/110

To

Ms.Naveena.N

922115104038

CSE Department

Dear Naveena,N

With reference to the interview you had with us on 28.1.2019, at your campus on behalf of CSE Dept., SSM Institute of Engineering & Technology. We have the pleasure to offer you the position of Asst.Support Engineer (on Probation) in web hosting support,Winways division of our Organization.

Your CTC per annum will be Rs. 1,92,000/-.

You are requested to join duties with effect from 03.06.2019 at our office, for this offer to be valid.

On joining, you shall be given a detailed Appointment letter.

We look forward to you joining us!!

Note : Winways holds the right to defer or cancel this offer at any time before or after your joining in-case any information furnished by you is found incorrect or misleading.

Thanking you,

For Winways Infomatics Pvt.,Ltd.,

A handwritten signature in black ink, appearing to read "J".

'Director- Operation'

Plot No. 2 & 3, East 2nd Street, K. K. Nagar, Madurai - 625 020  
Phone : 0452 - 4394466 / 72000 26500 email : [training@winwaystraining.com](mailto:training@winwaystraining.com) website : [www.winwaystraining.com](http://www.winwaystraining.com)

## SLUSBY TECHNOLOGIES PRIVATE LIMITED

(CIN U74999TG2017PTC119618)

Flat No 401, P.S.Residency, Plot No 14D,JJ No 1/98/40/70/14, SV 74 & 75 Madhapur  
Hyderabad, Telangana 500081, India.

PRIVATE AND CONFIDENTIAL

10 Jan, 2020

**Pandeeswary G**#253, Township Colony, Dindigul - 624303  
+91 7708790818  
[gpandeeswary97@gmail.com](mailto:gpandeeswary97@gmail.com)

## SUB: OFFER OF PROJECT TRAINING

Dear Pandeeswary,

We are pleased to offer you an appointment in our organization as "Project Trainee" operating out of our Dindigul Office, at #14/23, Veppanthoppu Street, Palani Road, Dindigul - 624001, India.

The following points outline the terms and conditions of the training.

1. Duration of the "Project Trainee" position will be for a period of up to Six (6) months.
2. Your "Monthly Stipend" will be INR 6000 Per Month.
3. Your training will be governed by the terms and conditions referred to in Section A.
4. You are required to join on or before **20 Jan, 2020** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
5. Please sign the duplicate copy of the offer on all sheets at the bottom on the right corner, and return the scanned copy of the same as a token of your acceptance, mentioning the date of your joining within one calendar week of receipt of the offer letter. Please submit the originals on the joining date.
6. You are requested to report at 10:00 AM to complete the joining formalities on the joining date.
7. At the time of joining, you are requested to submit the copies of the documents as per 'Section C'.

For Slusby India Pvt. Ltd.

Geddam Harikesh  
Operations Director

**SLUSBY TECHNOLOGIES PRIVATE LIMITED**

(CIN U74999TG2017PTC119618)

Flat No.401, P.S.Residency, Plot No.14D,H No 1-98/90/70/14, SY 74 & 75 Madhapur  
Hyderabad, Telangana 500081,India.**PRIVATE AND CONFIDENTIAL**22<sup>nd</sup> Feb, 2019

**N.RAMA SANKARI ,**  
26,Rajaguru street,Adivaram,Palani,Dindigul(dt)-624601  
+91 8825580885  
[ramasankari98@gmail.com](mailto:ramasankari98@gmail.com)

**SUB: OFFER OF EMPLOYMENT****Dear Rama Sankari,**

We are pleased to offer you the role of Project Trainee, Development operating out of our Dindigul Office, at #119, AR Nagar, Mengles Road, Dindigul, Tamil Nadu - 624 001, India.

The following points outline the terms and conditions of the employment

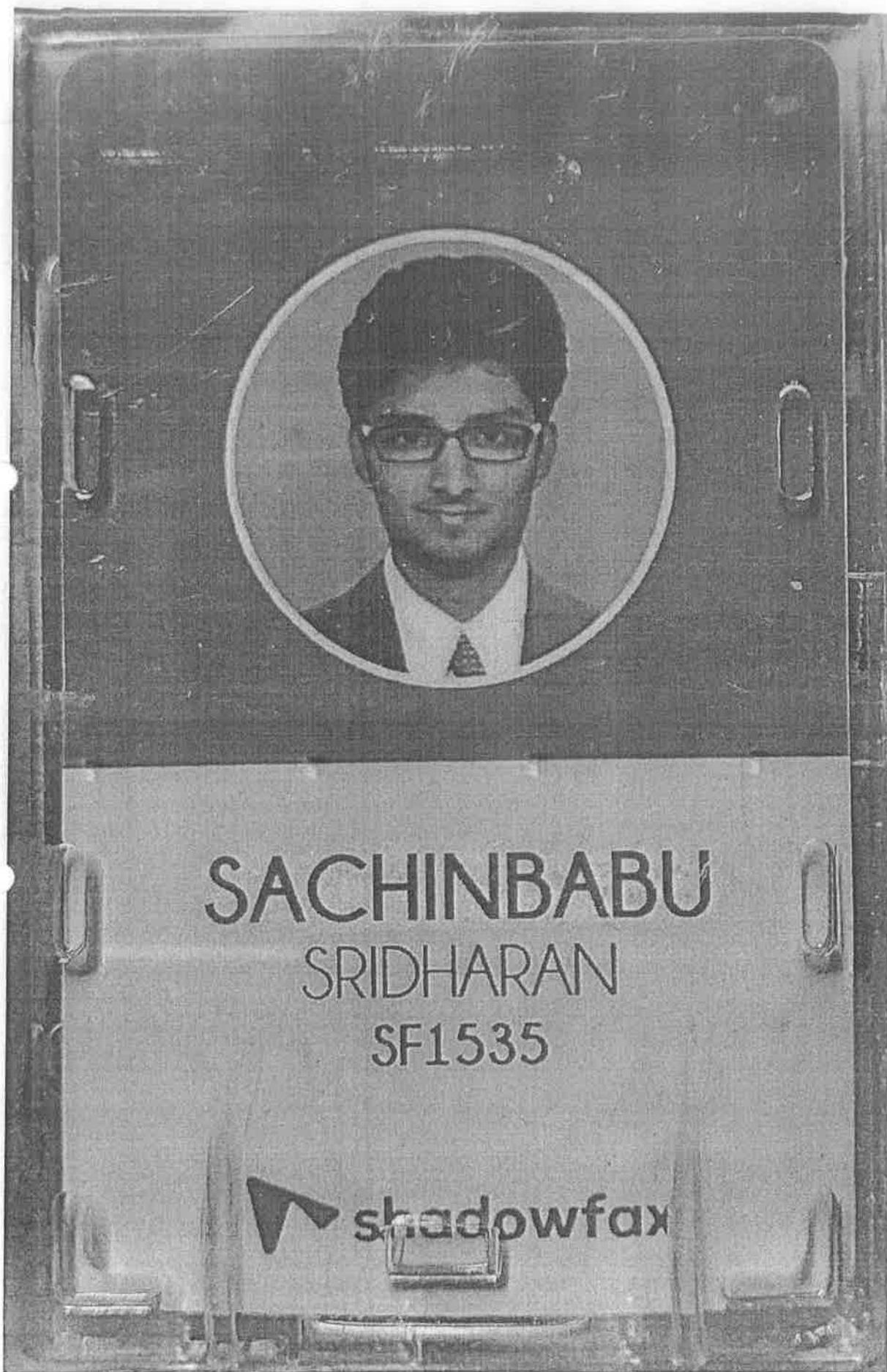
1. Training will be for a period of up to four (4) months, followed by which you will be assigned to projects
2. All arrears (if any) must be cleared during their last semester..
3. Your 'Monthly Stipend' will be INR 6,000 Per Month
4. Post Training, based on your performance you shall be employed as a permanent staff.
5. Please note that you will be required to work on shift timings as our clients are based out of various locations around the globe.
6. Your employment will be governed by terms and conditions referred in Section A below
7. You are required to join on or before 3<sup>rd</sup> June, 2019 and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
8. Please sign the duplicate copy of the offer on all sheets at the bottom on the right corner, and return the same no later than one calendar week upon as a token of your acceptance
9. You are requested to report at 9:00 AM to complete the joining formalities on the joining date.
10. At the time of joining, you are requested to submit the copies of the documents as per 'Section C'.

In case of further clarifications, please communicate to Mr Rajesh Loganathan at [rajesh.loganathan@crayonte.com](mailto:rajesh.loganathan@crayonte.com).

**For Slusby India Pvt. Ltd.**

A handwritten signature in black ink, appearing to read "Geddam Harikesh".

Geddam Harikesh  
Operations Director





Dear SANTHOS NAYAGAM P

**Welcome to AR XTLABS**

It is the quality of its people that defines AR XTLABS. We hire only the best, and we develop their strengths in an environment that cultivates teamwork as well as individual initiative; reliance on hard data as well as innovative strategic thinking; and unwavering professional standards as well as a sense of perspective and enjoyment.

At AR XTLABS, people are our single most important asset. With an eclectic mix of background, experience, culture, and interest, we take pride in assisting clients develop creative solutions to the most critical problems faced in business. To achieve this, we are committed to creating a healthy, safe, and fulfilling work environment in which people can grow, individuals can make a difference and teams can win. Since there is no single path to success, we help shape the path that best fits an individual's unique abilities and aspirations.

We recognize that outstanding, talented people come from all walks of life and can contribute a rich set of viewpoints and experiences to our organization and thus we recruit people who meet these exceptional standards for intellectual leadership, creativity, and ability to work in and lead a team.

Diversity nurtures a stronger, more exciting team environment and allows us to provide better insights to our clients. We champion diversity as an important source of perspectives, opportunities, and relationships for our business and our people.

We are committed to making AR XTLABS a company in which all individuals have an opportunity to flourish and succeed. We have found that creating such an environment makes AR XTLABS not only a better place to work but also better geared to meet the needs of our clients.

We are happy to have you with us and we wish you a rich and learning experience. We also wish you many years of a fruitful and mutually beneficial association with AR XTLABS.

**Warm Regards,**

A handwritten signature in black ink, appearing to read 'Balabaranian T'.

Balabaranian T  
Head -Human Resources -India.

Pl. No. 306, 3rd Floor flat No:302, Beside cgr international school Ayyappa Society Main Road,  
Madhapur, Hyderabad-500081 040-48533449 hr@arxtlabs.com www.arxtlabs.com



182

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184515352/Chennai**  
**Date: 01/10/2018**

Ms. Saranya Madhavan  
91z/BaNehruji Street,  
East Govindhapuram,  
Dindigul-624001,  
Tamil Nadu.  
Tel# .

Dear Saranya Madhavan,

**Sub: Letter of Offer**

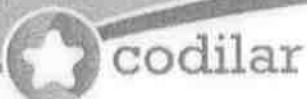
Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of Assistant System Engineer-Trainee in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued 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. Your offer is subject to a positive background check.



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To  
**SARAVANAKARTHIK.R,**

Date: 20-03-2019

### **APPOINTMENT ORDER**

We are glad to offer you an appointment as "Associate Software Engineer" in our organization with effective from tentatively first week of July, your monthly salary will be INR 10000/- PM In probation period. After probation, your salary will be revised to INR 16694/- PM for 9 months, and minimum 30% hike will be effective from 13<sup>th</sup> month of your joining date. Statutory dues will be deducted as per rules. The salary structure is enclosed. Your employment with us shall be governed by the terms and conditions specified in the Employment Agreement annexed hereto as Annexure A, and by the other policies of the Company which shall be made available for your perusal and reference from time to time.

1. This offer of employment is based on the information/details furnished by you while considering your candidature. If at any time it comes to the knowledge of the Management that, the information furnished by you are incorrect or if you have suppressed any material facts which you should have disclosed, your services are liable for termination without any notice.

a. You shall furnish your address and change of address if any, during the course of your employment. It shall be notified to the Management and it shall be your duty to intimate the same in writing within 3 days from the date of any such change and shall also get the change so affected recorded in the register of addresses maintained for the purpose by the Management. All communication sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.

b. You will be on whole time employment in the Organization and shall not engage yourself in any work or business or profession either honorary or otherwise without permission of the Management.

2. Initially you shall be on probation for a period of THREE months w.e.f and the said period of probation shall be liable to be extended further or dispensed with earlier at the discretion of the Management. During or at the expiry of your said probationary period or the extended period of probation, the Management will have the right to terminate your services without any notice or without assigning any reasons thereof. Unless confirmed in writing, you will continue to be on probation.

## Letter of Offer



WIPL/SSM/111

**To**

Ms Shafura Yaasmin,M  
922115104038  
CSE Department

Dear Shafura Yaasmin,M

With reference to the interview you had with us on 28.1.2019, at your campus on behalf of CSE Dept., SSM Institute of Engineering & Technology. We have the pleasure to offer you the position of Asst.Support Engineer (on Probation) in web hosting support. Winways division of our Organization.

Your CTC per annum will be Rs.1,92,000/-.

You are requested to join duties with effect from 03.06.2019 at our office, for this offer to be valid.

On joining, you shall be given a detailed Appointment letter.

We look forward to you joining us!!

Note : Winways holds the right to defer or cancel this offer at any time before or after your joining in-case any information furnished by you is found incorrect or misleading.

Thanking you.

For Winways Infomatics Pvt.,Ltd.,

A handwritten signature in black ink, appearing to read "J".

Director- Operation

Plot No. 2 & 3, East 2nd Street, K. K. Nagar, Madurai - 625 020  
Phone : 0452 - 4394466 / 72000 26500 email : [training@winwaystraining.com](mailto:training@winwaystraining.com) website : [www.winwaystraining.com](http://www.winwaystraining.com)



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184501640/Chennai**  
**Date: 19/10/2019**

Ms. Shalini Ganesan  
 41/17,  
 Vivekananda Naga,  
 Dindigul-624001,  
 Tamilnadu.  
 Tel# -9865223810

Dear Shalini Ganesan,

**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 System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
 TCSL/DT20184501640

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



**Reliance SMSL Limited**  
**DIGITAL IDENTITY CARD**

**EC No.:** 67612329

**DOJ :** 19/03/2021

**Height :** 157 CM

**Blood Group :** AB+

**ID Mark :** Mole on Forehead

**Validity :** 30/06/2056

**Note :** This is a system generated ID card. It doesn't require  
authenticated signature.  
**Emergency Contact Number:** 1800039099



**Sivapriya Thangavel**

67612329

24

HRD/ST/19-20/12957650

April 17, 2019

Ms. Soundarya S A Loganathan  
Candidate IC,  
130/98, Smt.  
Nagal Nagar  
Dindigul - 624003  
Tamil Nadu  
India  
Ph: (91) 90427 28509

Dear Soundarya,

Congratulations! We are delighted to make you an offer as Systems Engineer Trainee and your role is Systems Engineer.

Here are the terms and conditions of our offer:

#### **Joining**

Your scheduled date of employment with us will be May 06, 2019.

#### **Location**

Your location of training is Mysore, India. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

#### **Training Period:**

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

## Letter of Offer



WPI/SSM/I12

To:

Ms.Sowmiya.C

922115104044

CSE Department

Dear Sowmiya.C

With reference to the interview you had with us on 28.1.2019, at your campus on behalf of CSE Dept., SSM Institute of Engineering & Technology. We have the pleasure to offer you the position of Asst. Support Engineer (on Probation) in web hosting support, Winways division of our Organization.

Your CTC per annum will be Rs.1,92,000/-.

You are requested to join duties with effect from 03.06.2019 at our office, for this offer to be valid. On joining, you shall be given a detailed Appointment letter.

We look forward to you joining us!!

Note : Winways holds the right to defer or cancel this offer at any time before or after your joining in-case any information furnished by you is found incorrect or misleading.

Thanking you,

For Winways Infomatics Pvt.,Ltd.,

A handwritten signature in black ink, appearing to read 'J' followed by a surname.

Director- Operation

Plot No. 2 & 3, East 2nd Street, K. K. Nagar, Madurai - 625 020  
 Phone : 0452 - 4394466 / 72000 26500 email : trainlg@winwaystraining.com website : www.winwaystraining.com

## Letter of Offer



06.02.2019

WIPL/SSM/113

To

Ms.Sowmya Bharathi.M

922115104045

CSE Department

Dear Sowmya Bharathi.M

With reference to the interview you had with us on 28.1.2019, at your campus on behalf of CSE Dept., SSM Institute of Engineering & Technology. We have the pleasure to offer you the position of Asst.Support Engineer (on Probation) in web hosting support. Winways division of our Organization.

Your CTC per annum will be Rs.1,92,000/-.

You are requested to join duties with effect from 03.06.2019 at our office, for this offer to be valid.

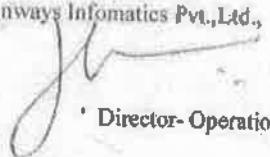
On joining, you shall be given a detailed Appointment letter.

We look forward to you joining us!

Note : Winways holds the right to defer or cancel this offer at any time before or after your joining in-case any information furnished by you is found incorrect or misleading.

Thanking you.

For Winways Infomatics Pvt.,Ltd.,



Director- Operation

Plot No. 2 & 3, East 2nd Street, K. K. Nagar, Madurai - 625 020  
Phone : 0452 - 4394466 / 72000 26500 email : training@winwaystraining.com website : www.winwaystraining.com



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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184656454/Chennai**  
**Date: 26/07/2019**

Ms. Suguna  
2/65Kummampatty,  
H.R..Kottai(P.O),  
Dindigul-624002,  
Tamilnadu.  
Tel# 91-6383183948

Dear Suguna,

**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 System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,875/- per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued 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. Your offer is subject to a positive background check.

TCS Confidential  
TCSL/DT20184656454

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

415/21-24, Kurnar Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: [careers@tcs.com](mailto:ccareers@tcs.com)

28

# Blackboard



**SUSMITHA S**  
EMP ID : 512101



A handwritten signature in black ink, appearing to read "Susmitha S".

Authorised Signatory



29

Ref: TCSL/DT20184426161/1471337/Bangalore

Date: 13 May 2021

MS. VIDHYA  
 2/29 Maruthai Setti Street,  
 Near Mariamman Kovil, Dindigul,  
 Tamilnadu-624401.  
 Tel# 918124633707

**Sub: Joining Letter**

Dear Ms. Vidhya,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **17th June 2021**, your joining location is **Chennai**, work location is **Chennai** and your stream is **IT**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining**.

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

Private and Confidential

Page | 1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Ltd

Peenut Park, Technopark Campus, Karuvattom P.O., Thiruvananthapuram - 695 581, Kerala, India

Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : [www.tcs.com](http://www.tcs.com)

Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021

Corporate Identification Number (CIN): L22210MH1995PLC084781

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**Letter of Offer**



06.02.2019

WIP/SSM/114

To

Ms.Vinitha.S  
922115104052  
CSE Department

Dear Vinitha.S

With reference to the interview you had with us on 28.1.2019, at your campus on behalf of CSE Dept., SSM Institute of Engineering & Technology. We have the pleasure to offer you the position of Asst.Support Engineer (on Probation) in web hosting support. Winways division of our Organization.

Your CTC per annum will be Rs.1,92,000/-.

You are requested to join duties with effect from 03.06.2019 at our office, for this offer to be valid.

On joining, you shall be given a detailed Appointment letter.

We look forward to you joining us!

Note : Winways holds the right to defer or cancel this offer at any time before or after your joining in-case any information furnished by you is found incorrect or misleading.

Thanking you.

For Winways Infomatics Pvt.,Ltd.,

A handwritten signature in black ink, appearing to read "J" followed by a surname.

Director- Operation

Plot No. 2 & 3, East 2nd Street, K. K. Nagar, Madurai - 625 020  
Phone : 0452 - 4394466 / 72000 26500 email : [training@winwaystraining.com](mailto:training@winwaystraining.com) website : [www.winwaystraining.com](http://www.winwaystraining.com)

Offer Letter

Date : 04.06.2022

To

Name : NANDHINI T  
Reg No : 922118104028  
Dept : Computer Science Engineering

**Subject : Selection as On the Join Trainee**

Dear Candidate,

Congratulations....!!!

You have been selected in Campus interview held on 28<sup>th</sup> May 2022. Herewith, we offer you to join BSA Corporation Ltd. Company as Trainee. Your are expected to report on 2<sup>nd</sup> week of July to 4<sup>th</sup> Week of July 2022 at Chennai for Training. Your joining letter & other Formalities will be completed on arrival at Chennai.

On arrival at Chennai, you can contact our person on below given number.

**Mr. Saravanan: +91 96003 87972**

Thanks,

For BSA Corporation Limited,



B. Ranjith Kumar  
Senior Manager - HR Operations

**BSA Corporation Limited**

Corporate Office : 18-20, Sukhwani Fortune, Morwadi Road, Pimpri, Pune-411088  
Tel.: +91 20-27474997 Telefax: +91 20-27474962 Email: [marketing@bsagroup.in](mailto:marketing@bsagroup.in) Website: [www.bsagroup.in](http://www.bsagroup.in)

[HOME](#)



875-412-7882



founders@hashdhronas.com

31st August 2021.

Ms Vaishnavi,

81 A, Alagarswamy Street ,  
Alagarnayakanpatti , Sithayankottai  
624708, Tamil Nadu.

Dear Vaishnavi,

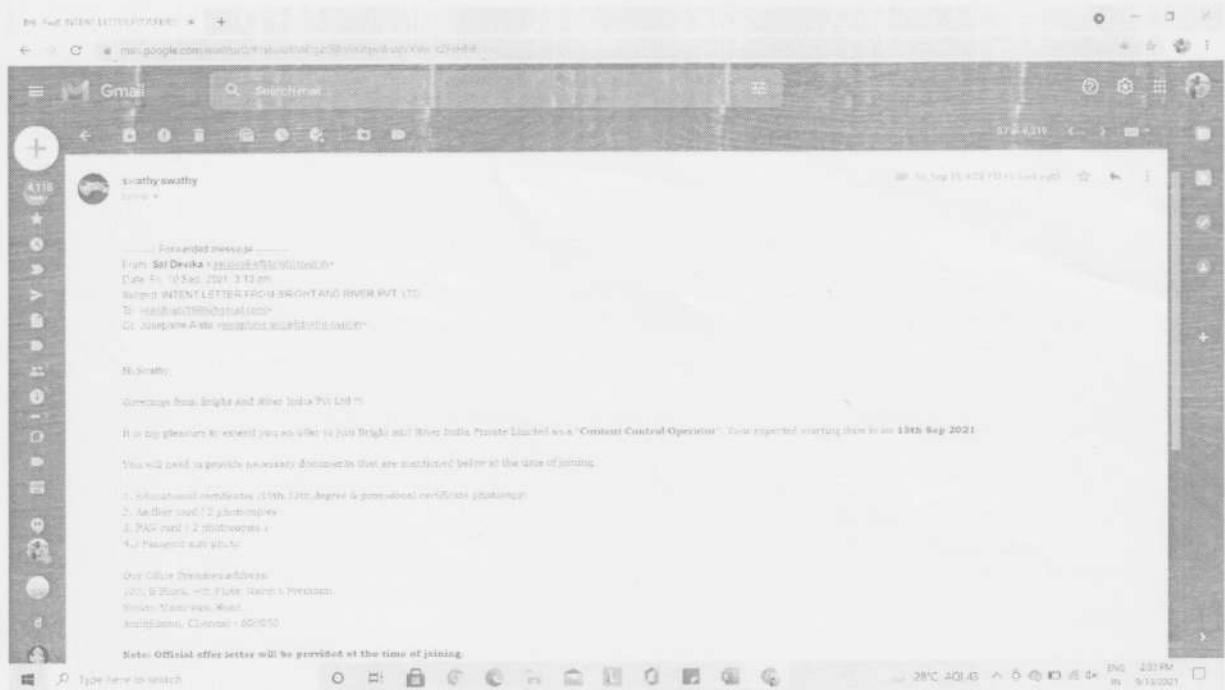
#### **JOB PROMOTION**

Congratulations!

We are very pleased to inform you of your promotion to the post of Associate Software Engineer II with effect from 01 September 2021. You will be reporting to Ajayjayendran (Co- Founder ). Your new basic salary will be INR 2,00,000.00 per annum and INR 16,666.00 per month with effective from the above said date. Your new CTC will be subjected to Professional Tax and Tax Deducted at source ( TDS ) deductions (where applicable).

In addition, your termination notice period will be amended to 2 months. All other terms and conditions in your appointment letter remains unchanged.

We thank you for your sustained performance and commitment to the organization over the months and you truly deserve this promotion more than anyone else in your own.



The screenshot shows a Gmail inbox with the search bar set to "Inten". A single email message is selected, with the subject line "kowshika dhayalan <kowsikadhayalan112000@gmail.com> · Wed, Sep 22, 7:44 PM · to me · Forwarded message" visible. The message content is as follows:

----- Forwarded message -----  
From: Josephine Anita <josephine.anita@bright-river.in>  
Date: Wed, 22 Sep, 2021, 10:51 am  
Subject: INTENT LETTER FROM BRIGHT AND RIVER PVT. LTD  
To: <kowsikadhayalan112000@gmail.com>

Hi Kowshika,

Greetings from Bright and River India Pvt Ltd !!!

It is my pleasure to extend you an offer to join Bright and River India Private Limited as a "Content Control Operator". Your expected starting date is on 27th Sep 2021

You will need to provide necessary documents that are mentioned below at the time of joining.

1. Educational certificates (10th, 12th, degree & provisional certificate photocopy)
2. Aadhar card ( 2 photocopies )
3. PAN card ( 2 photocopies )
- 4.3 Passport size photo

Our Office Premises address:  
103, B Block, 4th Floor, Navin's Premium,  
Nelson Manickam Road,  
Aminjikarai, Chennai - 600050

The screenshot shows a Gmail inbox with the search bar set to "Inter". There are 4,128 messages in the inbox. The main message is titled "Fwd: INTENT LETTER FROM BRIGHT AND RIVER PVT. LTD" and is from "Khoshika Kruba John <krubajohn0702@gmail.com>" on Monday, Sep 20, 9:14 PM. The message is a forwarded message from "Josephine Anita <josephine.anita@bright-river.in>" dated Mon, 13 Sep 2021, 9:56 am, with the subject "INTENT LETTER FROM BRIGHT AND RIVER PVT. LTD". The recipient is "to me". The message content includes a greeting, an offer to join Bright and River India Pvt Ltd as a "Content Control Operator", and a list of required documents:

Hi Khosika,  
Greetings from Bright and River India Pvt Ltd !!!  
It is my pleasure to extend you an offer to join Bright and River India Private Limited as a "Content Control Operator". Your expected starting date is on 13th Sep 2021  
You will need to provide necessary documents that are mentioned below at the time of joining.  
1. Educational certificates (10th, 12th, degree & provisional certificate photocopy)  
2. Aadhar card ( 2 photocopies )  
3. PAN card ( 2 photocopies )  
4.3 Passport size photo

Offer Letter

Date : 04.06.2022

To

Name : SRIVANI S  
Reg No : 922118104047  
Dept : Computer Science Engineering

**Subject : Selection as On the Join Trainee**

Dear Candidate,

Congratulations....!!!

You have been selected in Campus interview held on 28<sup>th</sup> May 2022. Herewith, we offer you to join BSA Corporation Ltd. Company as Trainee. Your are expected to report on 2<sup>nd</sup> week of July to 4<sup>th</sup> Week of July 2022 at Chennai for Training. Your joining letter & other Formalities will be completed on arrival at Chennai.

On arrival at Chennai, you can contact our person on below given number.

Mr. Saravanan: +91 96003 87972

Thanks,

For BSA Corporation Limited,

B. Ranjith Kumar  
Senior Manager - HR Operations

---

**BSA Corporation Limited**

Corporate Office : 18-20, Sukhwani Fortune, Morwadi Road, Pimpri, Pune-411088  
Tel.: +91 20-27474997 Telefax: +91 20-27474962 Email: [marketing@bsagroup.in](mailto:marketing@bsagroup.in) Website:  
[www.bsagroup.in](http://www.bsagroup.in)

**APPOINTMENT LETTER**

April 20, 2022

Dear R.vignesh Ramu,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
  
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
  
- c. The retirement age is 58 years.
  
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company ,in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
  
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
  
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

**2. Compensation:**

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
  
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
  
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
  
- d. Your salary will be reviewed periodically as per Company policy.
  
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

**3. Other Benefits:**

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
  
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.

- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

**4. Responsibilities:**

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your

employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

**5. Conflict of Interest:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

**6. Confidentiality:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting

obligations or non-compete agreements that would prevent you from working without limitation for the Company.

## **7. Assignment of Intellectual Property**

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## **8. Non-Compete**

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

## **9. General:**

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
  
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
  
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the

event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

**Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.**

#### **10. Training Agreement:**

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### **11. Notice Period & Termination:**

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,  
For Wipro Limited,



**Aparna Shailen**  
**General Manager - Human Resources**

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

**ANNEXURE I****DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
  
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.

- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

**Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders**

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.

c. Unauthorized disclosure or communication of UPSI.

d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [policyclearinghouse@wipro.com](mailto:policyclearinghouse@wipro.com).

#### **ANNEXURE II**

#### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I R.vignesh Ramu, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

**ANNEXURE III****SALARY OFFER SHEET****Name: R.vignesh Ramu****Position: Project Engineer****Career Group: TRB - II**

You shall receive salary as detailed below.

<b>COMPONENT</b>	<b>AMOUNT (INR)</b>
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

**ANNEXURE – IV****Bonus Details**

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

<b>Year</b>	<b>Bonus</b>
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
  - . you being "active" in the services of the company through to retention date as applicable
    - a. your employment has not been terminated for poor performance or for cause prior to retention date
    - b. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

**ANNEXURE – V**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

**ANNEXURE – VI****Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

**SOME ADDITIONAL INFORMATION ON THE SALARY OFFER****Basic, Additional Allowance and Bonus**

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

**House Rental Allowance:**

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

**Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. **Leave Travel Allowance:**

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. **Telephone/Mobile Phone Allowances:**

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. **Non-transferable Meal card:**

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. **Education Allowance:**

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. **New Pension System:**

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

**Retirement Benefits:**

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
  
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

**Travel, Accommodation, Food & Other Miscellaneous Expenses****Travel**

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

**Accommodation, Food & other Miscellaneous Expenses**

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - . Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.**

**SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

Medical

1. **Medical Assistance Program (MAS)\*\*:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. **Annual Health check:** Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program\*\*:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific predefined pension Accrual rate.

Loans:

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

**Contingency Loan:** An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as

per CBDT rules.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

### **1. Your Life and Accident Cover :**

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

### **2. Voluntary Superannuation Policy (VSS)**

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials->

Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

# HOME

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ma... Accept

The  
Inke  
d  
ma... Decline

 **Signature R.vignesh Ramu 20/4/2022 9:00 PM**  
(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro Limited** **T** :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur Road **E** :info@wipro.com

Bengaluru 560 035 **W** :wipro.com

India **C** :L32102KA1945PLC020800

22244935



STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

Date: 18<sup>th</sup> January 2022

**STRICTLY PRIVATE & CONFIDENTIAL**

**Mr. VIJAY GANESHAN**  
Tamil Nadu

**RE: LETTER OF APPOINTMENT**

---

We are pleased to offer you a job with Employer upon the attached terms of employment.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

If these terms of employment are acceptable to you, please sign where indicated below.  
Retain one copy with you and return the other copy of this letter (signed) to us, failing which this offer will be deemed to be withdrawn.

We hope you accept this offer and look forward to your joining our team.

Sincerely,

For Stoics Software Development (India) Pvt Ltd.

*Andreas Chrysafis*

Head – Human Resource

## MEMORANDUM OF TERMS OF EMPLOYMENT

**Name** : **M. VIJAY GANESHAN**  
**Position** : **Junior Technical Analyst**  
**Employment Type:** **Full Time**  
**Start Date** : **Tuesday, February 01, 2022**

### REMUNERATION

**Cost to the Company: Rs 3,00,000.00 (Three Lakh Only)**

Components	Monthly	Annual
<b>Basic Pay</b>	9,100.00	1,09,200.00
<b>House Rent Allowance</b>	3,640.00	43,680.00
<b>Standard Allowances</b>	4,166.67	50,000.00
<b>Allowances</b>	4,751.33	57,016.00
<b>PF Contribution Employer</b>	1,092.00	13,104.00
<b>Yearly Performance Bonus</b>		17,000.00
<b>Yearly Medical Insurance</b>		10,000.00
<b>Cost to Company (CTC)</b>	<b>22,750.00</b>	<b>3,00,000.00</b>

**ACCOMMODATION:** N/A

### WORKING HOURS

The normal working hours are from 9:00 a.m. to 6:00 p.m., Monday till Friday. This includes an hour lunch break between 12:30 p.m. to 1:30 p.m. or 1 p.m. to 2 p.m. However, as an employee you are required upon request, to attend to company matters at other times. Whilst on project you will follow the workdays observed on site by the clients based on the project requirements and deliverables.

**STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD**

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

**PERFORMANCE OF DUTIES**

In performance of your duties, you will report directly to the designated business operations manager and any other representative as represented in the Organization Chart of the company from time to time.

**BUSINESS CONDUCT**

During your contract, your conduct should not discredit you or the Company. You will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion.

You will at all times faithfully and diligently perform and observe such duties as may from time to time be assigned to you and devote the whole of your time and attention to the discharge of such duties.

You will not engage directly or indirectly in any other employment or business activities without the written consent of the Management. You shall not divulge any matters that may come into your knowledge relating to the affairs of the company or its personnel (except as may be necessary for the proper discharge of your duties). Any infraction of this regulation shall render your service to instant dismissal.

**NON-DISCLOSURE OF INFORMATION**

You are to ensure that all information relayed to you during your tenure in the Company which are trade secrets, intellectual properties and classified information, are not to be disclosed to any person or persons (except to those authorized by the Company to receive such information) and should be kept confidential at all times during your tenure and after you leave the company.

Any disclosure or breach of this confidentiality will entitle the Company to institute legal proceedings against you.

**INTELLECTUAL PROPERTY**

You agree that during your tenure with the company:

- i. You will not file any application for; or
- ii. In any way attempt to obtain ownership of any patent, trade name or mark.  
Which either:

- a) Refers to; or
- b) May be suggestive of, or

**STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD**

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

- c) May be similar to, or
- d) May be likely to dilute,

The intellectual property rights of the company.

Any copyright, discovery, invention, secret process, intellectual property or improvement in procedure made or discovered by you during your employment or contract with the company shall

- (i) Immediately be disclosed to the Company; and
- (ii) Belong to, and shall be the absolute property of the company.

**NON-COMPETITION**

For the protection of the company and its Business, you and any person connected with you shall not, whether personally or jointly with any other person, at any time during the term of your service with the company and for a period of 2 years thereafter, do or permit any matters as set below, whether directly or indirectly, without prior written consent of the company:

- (i) Solicit or entice away our clients for whatever reason;
- (ii) Enter into an employment or services with any of our clients, suppliers or Business Associates;

Any breach of this will entitle the company to institute legal proceedings against you.

**SUPPLY OF INFORMATION**

Your employment by this company will be conditional on the correctness of the information supplied to us in the course of your application.

**Our Reference:**

In instances of your dishonesty, insubordination, serious misconduct or breach of any of our rules or regulations or any terms herein, termination of employment will be immediate and without notice or payment.

**GENERAL**

**STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD**

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

The details of this offer are confidential, and you will be subjected to disciplinary action if found to divulge such information to others.

### **OTHER TERMS, CONDITIONS AND BENEFITS**

You will follow all terms and condition stipulated in the employee's manual.

This offer attracts 3 years contract, where employee can't resign for next 3 years from the date of joining.

Employees are not allowed to resign when he / she is on a project or at client site, whether India or Abroad. Resources who have taken Temenos certification will not be allowed to resign anytime for one year from completing of certification process above the contract period mentioned in the offer letter. If anyone need to resign, then he/she will pay the amount spent for certification from the company. The resignation letters are accepted, and the relieving process begins when the employee is not assigned to any project & if he is not in the contract period as mentioned in the Offer letter.

Employees/Trainees who resign (After Contract Period) are required to provide Stoics Software Development India Pvt Ltd, with at least Ninety days written notice prior to the final day of actual work or 90 days salary in lieu of notice. This salary in lieu of notices whenever it is invoked shall be deducted in the final settlement calculated proportionately to the number of days that were short in the notice period.

The company shall not be liable for any other claims other than the terms of payments stipulated above.

All the above terms and conditions of employment are subjected to changes without prior notice. Please indicate your acceptance of the above by signing below and returning the other copy signed by you

I, **VIJAY GANESHAN** accept your offer of employment on the above terms and conditions.

18th January 2022

---

Signature

Date



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1726864**

**Letter of Intent ("LOI")**

Dear Vijaya Subha,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LoI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear

the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com)

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

This is a system generated document and does not need a signature

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**ANNEXURE 1**

**Vijaya Subha  
Analyst and A4**

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi  
Head - Fresher Hiring**

---

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

**Offer: Computer Consultancy****Ref: TCSL/DT20218218772/Chennai****Date: 03/11/2021**

Mr. Tharun Shankar  
Flat No.4,Canara Complex,No.21Vn Road,  
T Nagar,  
Chennai-600017,  
Tamilnadu.  
Tel# 91-9486003999

Dear Tharun Shankar,

**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 System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** 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 **₹5,914/-** 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. 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.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three 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, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

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

- i. Entitlement - You and your enrolled dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Tata Sons and 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 ₹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.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **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 AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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. 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.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. 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.

### **6. Compensation Structure / Salary components**

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

### **7. 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.

### **8. 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.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **18. 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.

## **19. 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.

## **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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 and personal growth.

## **22. 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.

## **23. 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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill 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 anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

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.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath  
Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms

**TCS Confidential**

**TCSL/DT20218218772**

**12**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: [www.tcs.com](http://www.tcs.com)

[HOME](#)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)

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**GROSS SALARY SHEET**

Annexure 1

<b>Name</b>	<b>Tharun Shankar</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Ssm Institute Of Engineering And Technology</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



**Letter of Intent**

**March 17, 2022**  
**Yogalakshmi Baskaran**  
**SSM Institute of Engineering and Technology, Dindigul**

Dear Yogalakshmi Baskaran,

We are pleased to inform you that you have been provisionally short-listed for employment as "**Software Engineer Trainee**".

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs. 4 Lac per annum.

You are required to sign a service agreement for a period of 2 years before the start of training programme.

We will keep you posted with respect to the start of the training program at the Hexaware office in Siruseri, Chennai for your development as a Maverick. Before joining Hexaware and commencement of your training program, you will undergo the Early Intervention Program (EIP) to be conducted by Hexavarsity, our Corporate University.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to [campusconnect@hexaware.com](mailto:campusconnect@hexaware.com) confirming your interest in joining Hexaware.

Yours faithfully,

For **HEXWARE TECHNOLOGIES LIMITED**

A handwritten signature in black ink that appears to read "Monica Mathur".

Monica Mathur  
Vice President, Recruitment-India & APAC



**HEXWARE TECHNOLOGIES LTD.**

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,  
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500  
(CIN) : L72900MH1992PLC069662 URL: [www.hexaware.com](http://www.hexaware.com)



STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD

Aashvi Arcade, 1589/B, 3rd Floor, 36th Cross, Banashankari 2nd Stage,  
Bengaluru - 560 070, Karnataka State, India  
T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

Date: 18<sup>th</sup> January 2022

**STRICTLY PRIVATE & CONFIDENTIAL**

**Mr. VIJAY GANESHAN**  
Tamil Nadu

**RE: LETTER OF APPOINTMENT**

---

We are pleased to offer you a job with Employer upon the attached terms of employment.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

If these terms of employment are acceptable to you, please sign where indicated below.  
Retain one copy with you and return the other copy of this letter (signed) to us, failing which this offer will be deemed to be withdrawn.

We hope you accept this offer and look forward to your joining our team.

Sincerely,

For Stoics Software Development (India) Pvt Ltd.

*Andreas Chrysafis*

Head – Human Resource

## MEMORANDUM OF TERMS OF EMPLOYMENT

**Name** : **M. VIJAY GANESHAN**  
**Position** : **Junior Technical Analyst**  
**Employment Type:** **Full Time**  
**Start Date** : **Tuesday, February 01, 2022**

### REMUNERATION

**Cost to the Company: Rs 3,00,000.00 (Three Lakh Only)**

Components	Monthly	Annual
<b>Basic Pay</b>	9,100.00	1,09,200.00
<b>House Rent Allowance</b>	3,640.00	43,680.00
<b>Standard Allowances</b>	4,166.67	50,000.00
<b>Allowances</b>	4,751.33	57,016.00
<b>PF Contribution Employer</b>	1,092.00	13,104.00
<b>Yearly Performance Bonus</b>		17,000.00
<b>Yearly Medical Insurance</b>		10,000.00
<b>Cost to Company (CTC)</b>	<b>22,750.00</b>	<b>3,00,000.00</b>

**ACCOMMODATION:** N/A

### WORKING HOURS

The normal working hours are from 9:00 a.m. to 6:00 p.m., Monday till Friday. This includes an hour lunch break between 12:30 p.m. to 1:30 p.m. or 1 p.m. to 2 p.m. However, as an employee you are required upon request, to attend to company matters at other times. Whilst on project you will follow the workdays observed on site by the clients based on the project requirements and deliverables.

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T: +91 (0) 80 - 26716117

CIN - U72200KA2015FTC082597

**PERFORMANCE OF DUTIES**

In performance of your duties, you will report directly to the designated business operations manager and any other representative as represented in the Organization Chart of the company from time to time.

**BUSINESS CONDUCT**

During your contract, your conduct should not discredit you or the Company. You will be expected to perform the duties assigned to you in a loyal, efficient, trustworthy and honest fashion.

You will at all times faithfully and diligently perform and observe such duties as may from time to time be assigned to you and devote the whole of your time and attention to the discharge of such duties.

You will not engage directly or indirectly in any other employment or business activities without the written consent of the Management. You shall not divulge any matters that may come into your knowledge relating to the affairs of the company or its personnel (except as may be necessary for the proper discharge of your duties). Any infraction of this regulation shall render your service to instant dismissal.

**NON-DISCLOSURE OF INFORMATION**

You are to ensure that all information relayed to you during your tenure in the Company which are trade secrets, intellectual properties and classified information, are not to be disclosed to any person or persons (except to those authorized by the Company to receive such information) and should be kept confidential at all times during your tenure and after you leave the company.

Any disclosure or breach of this confidentiality will entitle the Company to institute legal proceedings against you.

**INTELLECTUAL PROPERTY**

You agree that during your tenure with the company:

- i. You will not file any application for; or
- ii. In any way attempt to obtain ownership of any patent, trade name or mark.  
Which either:

- a) Refers to; or
- b) May be suggestive of, or

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CIN - U72200KA2015FTC082597

- c) May be similar to, or
- d) May be likely to dilute,

The intellectual property rights of the company.

Any copyright, discovery, invention, secret process, intellectual property or improvement in procedure made or discovered by you during your employment or contract with the company shall

- (i) Immediately be disclosed to the Company; and
- (ii) Belong to, and shall be the absolute property of the company.

**NON-COMPETITION**

For the protection of the company and its Business, you and any person connected with you shall not, whether personally or jointly with any other person, at any time during the term of your service with the company and for a period of 2 years thereafter, do or permit any matters as set below, whether directly or indirectly, without prior written consent of the company:

- (i) Solicit or entice away our clients for whatever reason;
- (ii) Enter into an employment or services with any of our clients, suppliers or Business Associates;

Any breach of this will entitle the company to institute legal proceedings against you.

**SUPPLY OF INFORMATION**

Your employment by this company will be conditional on the correctness of the information supplied to us in the course of your application.

**Our Reference:**

In instances of your dishonesty, insubordination, serious misconduct or breach of any of our rules or regulations or any terms herein, termination of employment will be immediate and without notice or payment.

**GENERAL**

**STOICS SOFTWARE DEVELOPMENT (INDIA) PVT LTD**

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The details of this offer are confidential, and you will be subjected to disciplinary action if found to divulge such information to others.

### **OTHER TERMS, CONDITIONS AND BENEFITS**

You will follow all terms and condition stipulated in the employee's manual.

This offer attracts 3 years contract, where employee can't resign for next 3 years from the date of joining.

Employees are not allowed to resign when he / she is on a project or at client site, whether India or Abroad. Resources who have taken Temenos certification will not be allowed to resign anytime for one year from completing of certification process above the contract period mentioned in the offer letter. If anyone need to resign, then he/she will pay the amount spent for certification from the company. The resignation letters are accepted, and the relieving process begins when the employee is not assigned to any project & if he is not in the contract period as mentioned in the Offer letter.

Employees/Trainees who resign (After Contract Period) are required to provide Stoics Software Development India Pvt Ltd, with at least Ninety days written notice prior to the final day of actual work or 90 days salary in lieu of notice. This salary in lieu of notices whenever it is invoked shall be deducted in the final settlement calculated proportionately to the number of days that were short in the notice period.

The company shall not be liable for any other claims other than the terms of payments stipulated above.

All the above terms and conditions of employment are subjected to changes without prior notice. Please indicate your acceptance of the above by signing below and returning the other copy signed by you

I, **VIJAY GANESHAN** accept your offer of employment on the above terms and conditions.

18th January 2022

---

Signature

Date



13<sup>th</sup> Dec 2021.

N S R Shreevathsan  
B.E (CSE)  
SSM Institute of Engineering and Technology,  
Dindigul.

Email: shreevathsan7@gmail.com

Dear Shreevathsan,

Congratulations!

With reference to the interview held on 11<sup>th</sup> December 2021, we are pleased to appoint you as Technology Engineer at PurpleSlate Private Limited ("Company").

#### **Salary**

Your gross annual compensation will be Rs. 5,00,000 (Rupees Five Lakhs only).

#### **Internship.**

You are also eligible for an Internship at the Company during the last semester of your Degree program. The date of commencement of the Internship will be communicated to you through email. If your progress during the Internship is not found satisfactory, or if you do not complete the training programs assigned to you, the Internship period may be extended or even terminated during the initial or extended period of time.

#### **Stipend.**

During the Internship, you are eligible for a monthly stipend of Rs. 10,000 (Rupees Ten Thousand only) to help you meet the Boarding & Lodging needs, if you complete your Internship at our Chennai office.

If you work remote during the Internship, you will be paid a one-time signing bonus of Rs. 50,000 (Rupees Fifty Thousand only) when you join the Company after completing your Degree, which will be paid in the first regularly scheduled payroll following the date of your joining, after deducting the relevant taxes.

#### **Terms & Conditions**

The offer letter is valid subject to you communicating your acceptance within seven days from the date of this offer. Further the Company reserves the right to revoke the job offer if all the subjects of your degree are not cleared or if you do not complete all the requirements of your Internship.

Please note, your date of joining will be communicated to you through email. A detailed contract of employment setting out the terms and conditions of employment and the compensation breakup will be furnished to you at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and those that may be introduced from time to time. Your initial place of posting will be at Chennai.

Please note that the Company may conduct a reference check on you either directly or through an appointed agency about your academics, family background, character and conduct.

This offer of employment is being made considering the facts and information submitted by you in the Company's application form. The Company reserves the right to revoke the job offer if any of the information furnished leading to your selection is found to be misrepresented, untrue, false or inaccurate.

Any deviation on the above will entitle the Company to take decisions deemed fit as and as per the existing company policy, including immediate termination without payment of any severance fee.

At the time of joining, please submit the following documents.

- PAN Card,
- Aadhar Card,
- Mark sheets in support of your educational qualifications and
- Two passport sized color photographs.

We take immense pleasure in having you onboard and welcome you to the PurpleSlate family. Please do not hesitate to reach out to us for any information you may need.

Yours sincerely,



Sivaram Parameswaran



Magesh Mahadevan



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1537591**

**Letter of Intent ("LOI")**

Dear GAYATHRI SAKTHIVEL,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1537591**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1537591**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1537591**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**ANNEXURE 1****GAYATHRI SAKTHIVEL****Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini****Tejinder Sethi****Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218079999/Chennai**  
**Date: 04/11/2021**

Ms. Priya Dharshini Veerappan  
Door No 59 Nehruji Nagar,  
Rm Colony,  
Dindigul-624001,  
Tamil Nadu.  
Tel# 91-9994261004

Dear Priya Dharshini Veerappan,

**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 System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of **₹14,784/-** 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 **₹5,914/-** 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. 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.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of **₹1,700/-**. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be **₹600/-** 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.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



## 1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three 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, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependents will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and 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 ₹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.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## 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 AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme 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. 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.

If you remain unauthorisedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

### **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **5. 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.

### **6. Compensation Structure / Salary components**

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

### **7. 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.

### **8. 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.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. 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 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Work in SBWS mode**

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

## **12. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause 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.

### **13. 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.

### **14. 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.

### **15. Notice Period**

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

### **16. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **17. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **18. 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.

## **19. 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.

## **20. Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- 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
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) 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 Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- \*PAN Card (Permanent Account Number)
- \*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- \*Passport
- \*NSR E-Card

## **21. TCS Xperience Program**

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

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. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. 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 and personal growth.

## **22. 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.

## **23. 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. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **24. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill 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 anytime at its sole discretion.

#### **25. Data Privacy Clause:**

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as Â recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. Â background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

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.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head Talent Acquisition & AIP**



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

Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCS Xplore Centres  
Annexure 3: Confidentiality and IP Terms



**GROSS SALARY SHEET**

Annexure 1

<b>Name</b>	Priya Dharshini Veerappan
<b>Designation</b>	Assistant System Engineer-Trainee
<b>Institute Name</b>	Ssm Institute Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	27,415	3,36,877
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	7,646	91,752



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names, copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



#### **4. Prior knowledge**

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

#### **5. Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines.**

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- (a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- (b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



- (c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/protocols.
- (d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- (e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- (f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- (g) will not allow anybody to share the official asset being used.

## **8. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **9. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



## 10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

## 11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Deepika S &lt;ssmcseeddeepika@gmail.com&gt;

**Fwd: Infosys Campus Recruitment Program: Congratulations, you have a job offer**

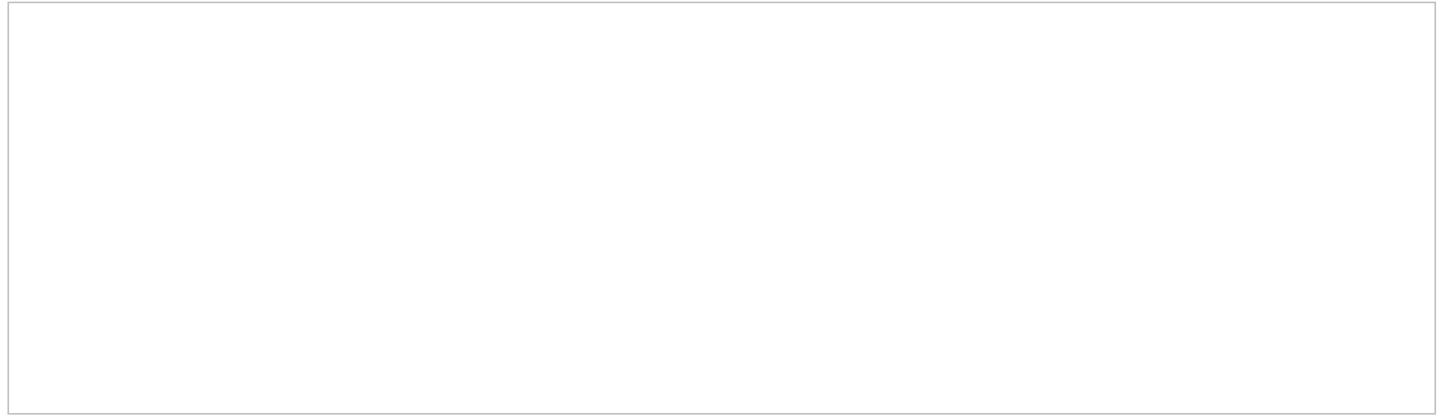
1 message

**NAVEEN KUMAR K** <mdibnaveenkkn@gmail.com>  
To: "ssmcseeddeepika@gmail.com" <ssmcseeddeepika@gmail.com>

Sat, Jul 30, 2022 at 3:42 PM

----- Forwarded message -----

From: **Infosys Freshers Recruitment** <[Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com)>  
Date: Fri, Jun 17, 2022, 9:07 PM  
Subject: Infosys Campus Recruitment Program: Congratulations, you have a job offer  
To: Infosys Freshers Recruitment <[Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com)>



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role.** The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your eligibility during the recruitment process and your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com). Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition  
Infosys

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141K**image001.png**  
141K



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1537591**

**Letter of Intent ("LOI")**

Dear GAYATHRI SAKTHIVEL,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1537591**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1537591**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1537591**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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**ANNEXURE 1****GAYATHRI SAKTHIVEL****Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini****Tejinder Sethi****Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950