

Message Details

Request # 323597 » Please accept Offer Letter: J0723-1513 - Candidate 7633435: Sudipto Saha

- Requested By » Vipin Dwivedi April 04, 2024 14:59

Agreement Details



Personal and confidential

04 April 2024

Sudipto Saha

Dear Sudipto,

Thank you for showing interest in employment with CGI. After careful consideration of your candidature and subsequent interviews, I am delighted to inform you that you are eligible for a role at CGI where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As a leading global IT and business process services provider delivering business consulting, systems integration and outsourcing services, we have many opportunities for growth and development. We know that one of the key components of our success is the talent, skills and knowledge of the individuals who join our team—professionals like you. For this reason, I hope you will choose to be part of our CGI Global Community—a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

You are considered for designation of Senior Software Engineer upon your employment with CGI. Your gross compensation upon your employment with CGI will be as detailed under Annexure 1 – Compensation Summary.

As part of the pre-employment verification process, you are requested to submit all the information and documents listed in Annexure 2 of this letter with documentation team within [2] working days from the date mentioned at the beginning of this letter. Upon successful validation of all the information and documentation provided by you, CGI will confirm your selection and issue a formal offer of employment. The offer of employment will detail the general terms and conditions governing your employment with CGI.

Please confirm your interest in the employment with CGI by logging into the online profile on our CGI Careers page at [Careers](#), provided along with this letter within [2] working days from the date mentioned at the beginning of this letter. In the event of any failure to provide your confirmation within the period mentioned above, your eligibility will stand invalidated.

If you have any questions about the details of this letter, please contact your Recruiter, Vipin Dwivedi.

Sudipto, I am hoping you are interested to be part of our team and confident that you will join us in our pursuit of success with CGI.

Yours sincerely,

**For CGI Information Systems
Management Consultants Pvt. Ltd.,**

Sarika Pradhan

Vice President Corporate Services

Annexure 1 Compensation Summary

Your proposed Gross Compensation upon your employment with CGI will be INR 2,400,000.00 /yr . Gross Compensation is inclusive of Basic, House Rent Allowance, Flexible Compensation Plan and retirals consisting Provident Fund Company Contribution and Gratuity Fund Contribution.

In addition to the Gross Compensation you are eligible for:

- Group Medical Insurance, Group Personal Accident Insurance and Group Term Insurance;
- CGI Share Purchase Plan (SPP) up to 3 % depending upon your role. Under SPP CGI will make a contribution equal to your contribution in the plan. It puts into practice company's philosophy of intrapreneurship through ownership. All regular full-time members are invited to participate upon their hiring. Only those members who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares;
- Target Profit Participation Plan (PPP) at 2% of Base Compensation on pro rata basis. It is designed to encourage high-performance work culture. Actual PPP payouts are based on performance of CGI, performance of Business Units and performance of Individuals. All regular members employed as of June 30th of the reference fiscal year (Oct-Sept) are eligible. The Corporate guidelines of PPP may be amended from time to time;
- Eligible members will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where members are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a member the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP;

Note:

Flexible Compensation Plan-1: Option includes components like Meal Vouchers, Conveyance, NPS, LTA, Medical Reimbursements etc.

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you.

Annexure 2**List of documents/information to be submitted online to facilitate appointment process at CGI**

Documents

- 1 Acceptance copy of CGI's appointment letter signed by you on all pages
- 2 Valid Work Permit issued by Government of India, if applicable
- 3 Passport (all pages – wherever the entries are made)
- 4 Income-Tax Permanent Account Number Card (PAN Card)
- 5 Passport size photograph – 05 nos.
- 6 10th class mark sheet & certificate
- 7 12th class mark sheet & certificate
- 8 Bachelor degree mark sheets (all semesters)
- 9 Bachelor degree certificate / convocation certificate
- 10 Master degree mark sheets (all semester)
- 11 Master degree certificate / convocation certificate
- 12 Diploma mark sheets (all semesters)
- 13 Diploma certificate
- 14 Any other certificates
- 15 Appointment letter, relieving letter & experience certificate of two previous Co/last 5 years
- 16 Present company's appointment letter
- 17 Present company's relieving letter/ resignation acceptance letter from HR
- 18 Present company's experience certificate
- 19 Present company's salary slip with employee number (last three months)
- 20 Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)

Acknowledgment and Acceptance of Offer of Employment

To indicate your acceptance of this offer, please electronically sign this letter.



By checking this box, I agree to electronically sign this document, and I acknowledge that I have read, understand and accept the employment conditions offered by CGI.

Electronically signed by Shilpa Kondapuram on April 04, 2024 15:06

Electronically signed by Sebastian Vempeny on April 04, 2024 15:13

Electronically signed by Sagar Patel on April 04, 2024 17:07

Electronically signed by Ajay Chourasia on April 04, 2024 17:40

Electronically signed by Ashok Chaturvedula on April 05, 2024 07:25

Electronically signed by Sudipto Saha on April 05, 2024 14:01

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