May 03, 2023

United States Citizenship and Immigration Services
USCIS Service Center

Re: **Vinutan Naik**

Dear Officer:

I offer this letter to detail the conditions of the direct, full-time, 40 hour per week employment of **Vinutan Naik** in conjunction with Cognizant's H-1B petition filing.

Work Activities

Mr. Vinutan work activities will include:

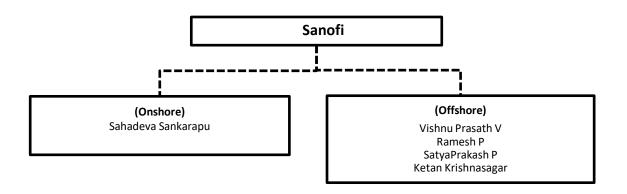|	Job Duties	Percentage of Time
1	Performs analysis and recommends customized software solutions in TIBCO, DevOps, and similar innovative technologies. Liaise with the functional, technical system, and security systems personnel to assess the configurations and identify potential deficiencies to determine challenges in implementing customized TIBCO solutions. Creating scheduler Hawk rule bases for monitoring Messaging service and TIBCO applications. monitoring and tracking the progress of the task, and reporting to client managers.	20
2	Support and help Functional experts to analyze issues on daily basis, especially during the post-go-live period. Leverage the proximity with a functional expert to speed up intervention and fixing in case of critical incidents. Investigate and solve urgent post-go-live issues in TIBCO Project. Responsible for project communications, coordination, technical implementations regarding any application and infra issues in the customer environment. Providing application demos or walk-through to the business stakeholders and making application code updates based on their review feedback. Providing support during production releases and fixing infra issues during postproduction/release phase. Generating reports for the client and handling P1 and P2 critical TIBCO issues within the stipulated time frame.	20
3	Designing and developing high volume, low latency software applications for mission-critical systems and delivering high availability and performance in TIBCO Follow proven business workflow, created by Cognizant's project lead/ manager, of end-to-end high-level scenarios, which involves a description of technical and	20

	business specifications and what methodology to use to achieve the Cognizant customized software solution under various scenarios.	
4	Working with business stakeholders/product owners to understand the business requirements and translating them into Technical Design Documents (High-Level Design and Low-Level Design), System Architecture documents, and Implementation plans for new Features and Enhancements. Participate in business requirements and functional requirements gathering, which involves a review of existing systems configurations.	20
5	Attend meetings with client subject matter experts (SMEs) to assimilate information about the application to be maintained. Implement Vendor upgrade/fixes. Involves in overall Process improvement and Preventive problem management initiatives.Documenting daily meetings, build reports, release notes and status reports.Supporting production support on weekdays and on weekend Tibco product installing and doing domain setup & Ldap configurations for Tibco domains.creating Queues, Topics, routes, Bridges and EMS User's in Tibco EMS Configuring of EMS server for high availability high scalability load balancing fault tolerance.Monitoring & configuring EMS in GEMS tool	20
	TOTAL	100

As detailed above, **Vinutan Naik** will use advanced and complex theories and methods related to the Cognizant position, and the Cognizant position requires at minimum a Bachelor's degree in a field of study that is directly related to position to successfully perform the job duties.

The below organization charts are specific to the assignment which **Mr. Naik**   has been selected for in the U.S.:

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┌─────────────────────────────┐
│ Cognizant Human Capital     │
│ Management (HCM)            │
│ Reporting Structure         │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│ perumalsamy.devaraj         │
│ Sr. Manager                 │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│ Vinutan Naik                │
│ Sr Associate                │
└─────────────────────────────┘
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┌──────────────────────────────────────────────┐
│                    Sanofi                      │
└──────────────────────────────────────────────┘
          │                          │
┌─────────────────────┐   ┌──────────────────────────┐
│    (Onshore)        │   │       (Offshore)         │
│ Sahadeva Sankarapu  │   │   Vishnu Prasath V       │
│                     │   │   Ramesh P               │
│                     │   │   SatyaPrakash P         │
│                     │   │   Ketan Krishnasagar     │
└─────────────────────┘   └──────────────────────────┘
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Selection of Employees and Control of Work

At all times, Cognizant remains the sole and direct employer of our talent, and has control over the work of its employees. It is Cognizant that selects which of its employees will conduct work activities, determines what activities those employees will perform, and directly supervises and controls the work of those employees. At all times, Cognizant is responsible for paying salaries, benefits, and expenses for those employees. In the course of controlling the work activities of employees, Cognizant managers use a multitude of communication media and tools to supervise and control the work of our employees, including in-person or via video conferencing, desktop video, VoIP, mobile phones, instant messaging tools as well as through Cognizant's systems and tools.

Performance Reviews

The Performance Management Process at Cognizant is a structured, formal interaction between an employee and his or her manager. This process includes evaluating performance against set objectives and competencies applicable for that role, providing performance feedback, identifying development needs, and setting goals for the future. This on-going performance communication takes place between the employee and that employee's manager, which results in a performance rating for the employee. The objective of the Performance Management Process is to fuel the success of Cognizant and its employees.

Please feel free to contact me for additional information. Thank you.

Sincerely,

Perumalsamy Devaraj
Sr. Manager - Projects
Perumalsamy.devaraj@cognizant.com