



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

This is to certify that the following students of SCMS School of Engineering and Technology are placed in the mentioned companies during the year 2022-23. The offer letters are attached herewith.

Company Name	Name of student	Program graduated from	Year of graduation
Amzur Technologies	SALIL C L	B. Tech EC	2023
Apollo Tyres	K S Vishnu Shankar	B.Tech Me	2023
Captain Fresh	HADIYA	B. Tech CS	2023
	JOMISH S CHIRAMEL	B. Tech CS	2023
Cognizant	ABHIRAMI A	B. Tech CS	2023
	ABHISHEK K	B. Tech CS	2023
	Adithya krishnan	B. Tech CS	2023
	AJAY SADHASIVAN K	B. Tech CS	2023
	AKHILA AJITH	B. Tech CS	2023
	AKSHAY A	B. Tech CS	2023
	Amalna K Harish	B. Tech CS	2023
	Aneena K S	B. Tech CS	2023
	Antony K Shaji	B. Tech CS	2023
	Anurenj K P	B. Tech CS	2023
	ARYA ANIL KUMAR	B. Tech CS	2023
	ASWIN SURESH P	B. Tech CS	2023
	ASWINKUMAR T S	B. Tech CS	2023
	DELVIN M SHINOY	B. Tech CS	2023
	Edwin Benny	B. Tech CS	2023
	GAUTHAM KRISHNA S	B. Tech CS	2023
	GOPIKA DINESAN UTTAMANTIL	B. Tech CS	2023
	Gopika Jaideep	B. Tech CS	2023
	Gopika Sasikumar	B. Tech CS	2023
	HYDER RASAK	B. Tech CS	2023
	JOBAN K JOSEPH	B. Tech CS	2023
	Joshna George	B. Tech CS	2023
	LAKSHMI N R	B. Tech CS	2023
	Mahesh S	B. Tech CS	2023
	Maria Babu	B. Tech CS	2023
	MITHRAN C	B. Tech CS	2023
	MUKUL MEHTA	B. Tech CS	2023
NEENA MARY ALEX	B. Tech CS	2023	
Prasanth V P	B. Tech CS	2023	
RIJAS ALI	B. Tech CS	2023	
Ron Roy	B. Tech CS	2023	
SANDEEP KURIAN JACOB	B. Tech CS	2023	
SRIRAM A MADHU	B. Tech CS	2023	



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	SURAJ RAMACHANDRAN	B. Tech CS	2023
	THOUFIQUE ASLAM N J	B. Tech CS	2023
	V GOWRISANKAR MENON	B. Tech CS	2023
	GADHA SUDHEER C	B. Tech EC	2023
	Abhishek Damodhar	B. Tech ME	2023
	AKSHAY C S	B. Tech ME	2023
	ASHWIN T S	B. Tech ME	2023
	GOKUL RAMESH	B. Tech ME	2023
	R ASHWIN KRISHNA	B. Tech ME	2023
	SREEHARI M	B. Tech ME	2023
	Ambily P R	B Tech CE	2023
	Jain George	B Tech CE	2023
	NOVANEETH S S	B Tech CE	2023
	Gopika Chingan	MCA	2023
	Sreeson N	MCA	2023
CSR	AKSHAY A	B. Tech CS	2023
	ANILA C S	B. Tech CS	2023
	RIJAS ALI	B. Tech CS	2023
	AKSHAY R	B. Tech EC	2023
	DHANUJA K A	B. Tech EC	2023
	NIRANJAN SANTHOSH	B. Tech EC	2023
	ASHWIN T S	B. Tech ME	2023
	JITHIN RAJ K	B. Tech ME	2023
Department of Posts, India	Togin Tom	B.Tech	2023
Experion	Anurenj K P	B. Tech CS	2023
	ASWIN SURESH P	B. Tech CS	2023
	ASWINKUMAR T S	B. Tech CS	2023
	Athul V Nair	B. Tech CS	2023
	Edwin Benny	B. Tech CS	2023
	EMIL JAISON THOMAS	B. Tech CS	2023
	FEBIN ALEX	B. Tech CS	2023
	Mahesh S	B. Tech CS	2023
	MUKUL MEHTA	B. Tech CS	2023
	Navya George	B. Tech CS	2023
	NEENA MARY ALEX	B. Tech CS	2023
	SANDEEP KURIAN JACOB	B. Tech CS	2023
	Vyshnav K Vinodh	B. Tech CS	2023
	SREELAKSHMI T U	B. Tech EC	2023
	ANANDHU LAL K	MCA	2023
	Sreeson N	MCA	2023



Ey Gds	ABHIRAMI A	B. Tech CS	2023
	AJAY SADHASIVAN K	B. Tech CS	2023
	AKHILA AJITH	B. Tech CS	2023
	AKSHAY A	B. Tech CS	2023
	ALEN ROY	B. Tech CS	2023
	ASWINKUMAR T S	B. Tech CS	2023
	CHANDINI P S	B. Tech CS	2023
	EMIL JAISON THOMAS	B. Tech CS	2023
	GOPIKA DINESAN UTTAMANTIL	B. Tech CS	2023
	LAKSHMI N R	B. Tech CS	2023
	MEKHA ANN BINU	B. Tech CS	2023
	MITHRAN C	B. Tech CS	2023
	MUKUL MEHTA	B. Tech CS	2023
	NEENA MARY ALEX	B. Tech CS	2023
	SANDEEP KURIAN JACOB	B. Tech CS	2023
	V GOWRISANKAR MENON	B. Tech CS	2023
	VARSHA MOHANDAS	B. Tech CS	2023
	DELVIN M SHINOY	B. Tech CS	2023
	NASWEEBA K N	B. Tech CS	2023
	Global Quest Technologies	ADITYA MUKUNDAN	B. Tech CS
Joshna George		B. Tech CS	2023
MEGHA P S		B. Tech CS	2023
AKHIL P SAJI		B. Tech ME	2023
Avinash T G		B. Tech ME	2023
JITHIN RAJ K		B. Tech ME	2023
YADU R VARMA		B. Tech ME	2023
ANUSREE DINESHAN		MCA	2023
VIMAL V K		MCA	2023
VISMAYA RAJEEV N		MCA	2023
Hitachi Solutions	ABAY RAJU M	B. Tech CS	2023
HUL	Afthab K Naufal	B. Tech CS	2023
	AKSHAY A	B. Tech CS	2023
	AMAL RAJESH	B. Tech CS	2023
	Vyshnav K Vinodh	B. Tech CS	2023
	SHABEEB KALLUPARAMBIL NOWSHAD	B. Tech ME	2023
HuT Labs	JITHIN RAJ K	B. Tech ME	2023
IBS Software	AJAY SADHASIVAN K	B. Tech CS	2023
	AKHILA AJITH	B. Tech CS	2023
	ALLEN LAWRENCE	B. Tech CS	2023



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	ASWIN SURESH P	B. Tech CS	2023
	ASWINKUMAR T S	B. Tech CS	2023
	AVILA JAMES	B. Tech CS	2023
	CHANDINI P S	B. Tech CS	2023
	DELVIN AUGUSTINE	B. Tech CS	2023
	DELVIN M SHINOY	B. Tech CS	2023
	EMIL JAISON THOMAS	B. Tech CS	2023
	FEBIN ALEX	B. Tech CS	2023
	GAUTHAM KRISHNA S	B. Tech CS	2023
	GOKUL KRISHNAN V G	B. Tech CS	2023
	KENAS VARGHESE	B. Tech CS	2023
	LAKSHMI N R	B. Tech CS	2023
	MUKUL MEHTA	B. Tech CS	2023
	NEENA MARY ALEX	B. Tech CS	2023
	SANDEEP KURIAN JACOB	B. Tech CS	2023
	V GOWRISANKAR MENON	B. Tech CS	2023
	AISWARYA PATHUPPILLIYATH	B. Tech EC	2023
	GOVIND K M	B. Tech EC	2023
	SREELAKSHMI T U	B. Tech EC	2023
Indian Oil-Adani Group Pvt.Ltd (IOAGPL)	JITHIN RAJ K	B. Tech ME	2023
	Sanjay E	B. Tech ME	2023
Interland Technology Services Pvt. Ltd	Antony K Shaji	B. Tech CS	2023
	ARYA ANIL KUMAR	B. Tech CS	2023
Jobin and Jismi	MERLIN JOSEPH	B Tech CE	2023
Kameda Infologics Pvt. Ltd	Arjun Krishna K	B.Tech	2023
KCA Deutag Culf Drilling Limited	Amal James	B.Tech	2023
Mitsogo Technology	DELVIN M SHINOY	B. Tech CS	2023
Mozilor Technologies Pvt. Ltd	NOVANEETH S S	B Tech CE	2023
My Captain	AMAL RAJESH	B. Tech CS	2023
	ANILA C S	B. Tech CS	2023
	SYED ABRAR	B. Tech CS	2023
	P S ABY ANTONY	B. Tech EC	2023
	SAITHYA THOMAS	B. Tech EC	2023
	ASWIN SURENDRAN	B. Tech ME	2023
Naico IT	ANILA C S	B. Tech CS	2023
	Anoop Francis	B. Tech CS	2023
NebulaClouds	Afthab K Naufal	B. Tech CS	2023



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	Bishitha K P	B. Tech CS	2023
	Goutham Gopi S Pillai	B. Tech CS	2023
	MOHAMMED SHAHABAS E V	B. Tech CS	2023
	Sudheesh N S	B. Tech CS	2023
	Avinash T G	B. Tech ME	2023
	JITHIN RAJ K	B. Tech ME	2023
	Varun pradeep	B. Tech ME	2023
	Vinay P Mony	B. Tech ME	2023
Nissan Digital	AKHILA AJITH	B. Tech CS	2023
	SANDEEP KURIAN JACOB	B. Tech CS	2023
QBurst	KENAS VARGHESE	B. Tech CS	2023
	PRANAV P	B. Tech CS	2023
	SURAJ RAMACHANDRAN	B. Tech CS	2023
QSpiders	SAITHYA THOMAS	B. Tech EC	2023
	Yunus A A	B. Tech EC	2023
	Avinash T G	B. Tech ME	2023
	Alphin Martin	B.Tech ME	2023
	Albin Tomy	B.Tech ME	2023
	Deepak P Menon	B.Tech	2023
Quest Global	ASWIN N	B. Tech CS	2023
	ASWIN SURESH P	B. Tech CS	2023
	Jahana Jabbar	B. Tech CS	2023
	JOMISH S CHIRAMEL	B. Tech CS	2023
	MUHAD K	B. Tech CS	2023
	RIJAS ALI	B. Tech CS	2023
	Vyshnav K Vinodh	B. Tech CS	2023
Randstad India Pvt. Ltd	Rahul P	B.Tech	2023
Recruit CRM	PRATYUSH NAIR	B. Tech CS	2023
REDBLACK SOFTWARE	ADITYA MUKUNDAN	B. Tech CS	2023
	ANNMARY JACOB	B. Tech CS	2023
	FITHA NAZAR	B. Tech CS	2023
	JOMISH S CHIRAMEL	B. Tech CS	2023
	RIJAS ALI	B. Tech CS	2023
	SREELAKSHMI V MENON	B. Tech CS	2023
SmartSoCs	APARNA RAJEEV	B. Tech EC	2023
	ALBERT GEORGE	B. Tech EE	2023
SOTI	FEBIN ALEX	B. Tech CS	2023
Speridian	ANTRIN SANTHOSH	B. Tech CS	2023
Sutherland(Voice)	ABIN SIBY	B. Tech CS	2023
	AKHILA	B. Tech CS	2023

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	AMAL RAJESH	B. Tech CS	2023
	Amalna K Harish	B. Tech CS	2023
	ANILA C S	B. Tech CS	2023
	ANJANA SANJAY	B. Tech CS	2023
	ANNMARY JACOB	B. Tech CS	2023
	Jahana Jabbar	B. Tech CS	2023
	JOMISH S CHIRAMEL	B. Tech CS	2023
	MOHAMMED SHAHABAS E V	B. Tech CS	2023
	Vyshnav K Vinodh	B. Tech CS	2023
	GADHA SUDHEER C	B. Tech EC	2023
	NIRANJAN SANTHOSH	B. Tech EC	2023
	ROHITH SREENIVASAN	B. Tech EC	2023
	SIDHARTH K S	B. Tech EC	2023
	ARJUN ANIL KUMAR	B. Tech ME	2023
	ASWIN SURENDRAN	B. Tech ME	2023
	Avinash T G	B. Tech ME	2023
	JITHIN RAJ K	B. Tech ME	2023
	NAWJYOTH MADHAV	B. Tech ME	2023
	SANDEEP BIJU	B. Tech ME	2023
	SHIVA SURESH	B. Tech ME	2023
	JESLIN MARIA JACOB	B Tech CE	2023
	MUTHU B SHANAVAS	B Tech CE	2023
Tangentup Labs Pvt. Ltd.	ABIN SIBY	B. Tech CS	2023
TCS	ASWINKUMAR T S	B. Tech CS	2023
	KENAS VARGHESE	B. Tech CS	2023
	NAVANEETH GOPALAKRISHNAN	B. Tech CS	2023
	PRANAV NARENDRAN	B. Tech CS	2023
	PRATYUSH NAIR	B. Tech CS	2023
	SANDEEP KURIAN JACOB	B. Tech CS	2023
	SAURABH SUNIL	B. Tech CS	2023
	SREELAKSHMI V MENON	B. Tech CS	2023
	SURAJ RAMACHANDRAN	B. Tech CS	2023
	THOUFIQUE ASLAM N J	B. Tech CS	2023
	V GOWRISANKAR MENON	B. Tech CS	2023
	SALIL C L	B. Tech EC	2023
	AKHIL P SAJI	B. Tech ME	2023
	ANANDHU LAL K	MCA	2023
	PRATHIBHA S NAIR	MCA	2023
Tech Mahindra	ALEN ROY	B. Tech CS	2023
	ALLEN LAWRENCE	B. Tech CS	2023

*Arjun*

*Arjun*



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	Jahana Jabbar	B. Tech CS	2023
	NEENA MARY ALEX	B. Tech CS	2023
	Prasanth V P	B. Tech CS	2023
Technologies Global Pvt Ltd	EMIL JAISON THOMAS	B. Tech CS	2023
	DHANUJA K A	B. Tech EC	2023
	ALBERT GEORGE	B. Tech EE	2023
	ASHWIN T S	B. Tech ME	2023
	NOVANEETH S S	B Tech CE	2023
TOA Software Corporation, Japan	SREELAKSHMI T U	B. Tech EC	2023
White Rabbit	Mahesh S	B. Tech CS	2023
Wisilica	SANJAY K SUNIL	B. Tech CS	2023

  
Dr. Jenson Joseph E.  
Placement Officer



  
Dr. Anitha G. Pillai  
Principal



sset last name &lt;sset@scmsgroup.org&gt;

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## Final Selects | HUL Trailblazers

2 messages

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shefali <shefali@eduserves.in>

Tue, May 2, 2023 at 2:08 PM

Reply-To: shefali@eduserves.in

To: sureshkumar &lt;sureshkumar@scmsgroup.org&gt;, sset.placement@scmsgroup.org, sset@scmsgroup.org

Cc: anupam@eduserves.in

Dear Dr Suresh

Congratulations! HUL has selected the below mentioned students from <SCMS College of Engineering> for the **Trailblazers Program'2023**. I would request you to inform the concerned students and brief them about the following.

They need to –

- Take a print out of this LOI (Letter of Intent) on **college Letter Head**
- Sign the LOI after reading it carefully.
- Send us the scanned copy of signed LOI.

1. Vyashnav K Vinod
2. Amal Rajesh
3. Akshay A
4. Shabeen Nowshad
5. Afthab Naufal

Please ensure that the LOI is dated and signed by the student himself and is sent back to us latest by **Tomorrow**.

Also request if you could check that their email id and phone numbers are correct else fill out the correct details for pre-employment and medical formalities which will be handled directly by HUL.

**Thank you so much for all the cooperation and support extended by you for this placement drive. We look forward to an extended association with your esteemed institute for future placements.**

Warm Regards

Shefali



Placement Manager

Edunation Services

Mob: 6232892939

www.eduserves.in

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 **Letter Of Acceptance-HUL Trailblazer Trainee 2023.docx**  
19K

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**SSET** <sset@scmsgroup.org>

Tue, May 2, 2023 at 3:32 PM

To: shefali@eduserves.in

Cc: sureshkumar <sureshkumar@scmsgroup.org>, sset.placement@scmsgroup.org, anupam@eduserves.in

Dear Madam,

Thank you for all the support that was provided to our students and for selecting them to be part of your esteemed organization.

Regards,

Dr. Sureshkumar V

Placements

SSET

[Quoted text hidden]

Date: 03/05/2023

To,  
HR Manager  
Hindustan Unilever Limited  
Mumbai (MH)

Subject: Letter of Intent to join Hindustan Unilever Limited on Contract basis

Dear Maa'm,

This is to thank you for making me an offer to work as a Trailblazer Trainee at Hindustan Unilever Limited on a fixed term contract basis.

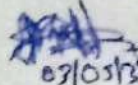
Further I would like to state the following:

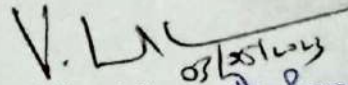
1. I have no location constraint and am willing to work anywhere in India.
2. I have no plans for higher studies in the next 24-36 months.
3. I am aware that my joining at the organization is subject to clearance of my medical and reference checks.

I would like to express my acceptance of this offer proposed to me and am awaiting association with Hindustan Unilever Limited.

Thanking you.

Regards,  
According to academic schedule, I accept

  
Candidate Name: Arthab.k Naupal  
Place: Thrissur  
Date: 03/05/2023

  
Placement Head Name: Dr. Suresh Kumar.V  
Place: Ennakulam,  
Date: 03/05/2023

Date: 08/05/2023

To,  
HR Manager  
Hindustan Unilever Limited  
Mumbai (MH)

Subject: Letter of Intent to join Hindustan Unilever Limited on Contract basis

Dear Maa'm,

This is to thank you for making me an offer to work as a Trailblazer Trainee at Hindustan Unilever Limited on a fixed term contract basis.

Further I would like to state the following:


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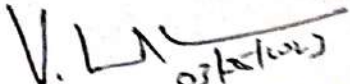
I would like to express my acceptance of this offer proposed to me and am awaiting association with Hindustan Unilever Limited.

Thanking you.

Regards,

According to academic schedule, I accept.

  
Candidate Name: Arshay A  
Place: Ernakulam  
Date: 03/05/2023

  
Placement Head Name: Dr. Suresh Kumar  
Place: Ernakulam  
Date: 08/05/2023

Date: 03/05/23

To,  
HR Manager  
Hindustan Unilever Limited  
Mumbai (MH)

**Subject: Letter of Intent to join Hindustan Unilever Limited on Contract basis**

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I would like to express my acceptance of this offer proposed to me and am awaiting association with Hindustan Unilever Limited.

Thanking you.

Regards,

According to academic schedule, I accept  
*Anal Rajesh*  
03/05/23

Candidate Name: ANAL RAJESH  
Place: ERNAKULAM  
Date: 03/05/23

*V. LAL*  
03/05/23  
Placement Head Name: Dr. Sureshkumar  
Place: ERNAKULAM  
Date: 03/05/23

Date: 03/05/23

To,  
HR Manager  
Hindustan Unilever Limited  
Mumbai (MH)

**Subject: Letter of Intent to join Hindustan Unilever Limited on Contract basis**

Dear Maa'm,

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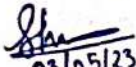
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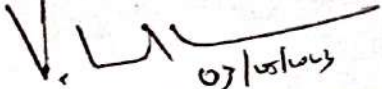
I would like to express my acceptance of this offer proposed to me and am awaiting association with Hindustan Unilever Limited.

Thanking you.

Regards,

According to Academic Schedule, I accept.

  
03/05/23  
Candidate Name: SHABEEB KALLUPARAMBIL  
Place: Thrissur  
Date: 03/05/23

  
03/05/23  
Placement Head Name: Dr. SURESH KUMAR V  
Place: Ernakulam  
Date: 03/05/23

Date: 03-05-2023

To,  
HR Manager  
Hindustan Unilever Limited  
Mumbai (MH)

**Subject: Letter of Intent to join Hindustan Unilever Limited on Contract basis**

Dear Maa'm,

This is to thank you for making me an offer to work as a Trailblazer Trainee at Hindustan Unilever Limited on a fixed term contract basis.

Further I would like to state the following:

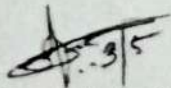
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I would like to express my acceptance of this offer proposed to me and am awaiting association with Hindustan Unilever Limited.

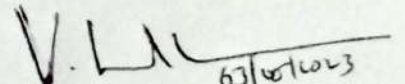
Thanking you.

Regards,

According to academic schedule, I accept:



Candidate Name: Vysthnav K Vinodh  
Place: Ernakulam  
Date: 03-05-2023



Placement Head Name: Dr. Suresh Kumari  
Place: Ernakulam.  
Date: 03-05-23



## Letter of Intent (LOI)

**Superset ID: 3643627**

**Date: November 25, 2022**

**Dear V Gowrisankar Menon,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC Elevate role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("**Employment Agreement**") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. You are also eligible for a One-time Skill Bonus\* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

**\*One-time Skill Bonus** will be based on the technical competency demonstrated thru skill-based assessment, Interview and full-time Internship / Cognizant identified training programs.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Cognizant campus hiring 2023 | Final interview results

Jayanand B <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Thu, Oct 27, 2022 at 9:42 AM

----- Forwarded message -----

From: <Sijo.MalayilThomas@cognizant.com>

Date: Wed, 26 Oct 2022, 21:30

Subject: Cognizant campus hiring 2023 | Final interview results

To: <jayanand@scmsgroup.org>

Cc: <Maya.Sreekumar@cognizant.com>, <Aswathy.Venugopal@cognizant.com>, <RophiaRose.UginAntroose@cognizant.com>, <Mahima.ThankamRaju@cognizant.com>

 A picture containing text Description automatically generated

Dear Professor,

Greetings from Cognizant!

As we conclude Campus Hiring 2023, we are happy to share the **additional set of selects** from interviews conducted for **GenC and GenC Elevate hiring categories**. **We will share the consolidated list of the selects soon.**

Our **heartiest congratulations** to the selected candidates on their stellar performance. We look forward to welcoming them into the Cognizant fraternity.


We would like to extend our gratitude to you for your collaboration in our virtual recruitment process. Your support helped us make it a success. We truly appreciate the partnership between Cognizant and your esteemed institution, which has helped candidates identify their place with us, as we engineer modern businesses to improve everyday life.

Please find the final results attached herewith for your college.

**Note:** Few of the selected candidates will receive a mandatory self-learning module and assessment, based on their performance in the Communication Assessment. Completion of this would be mandatory prior to joining Cognizant as full time employees.

Important:

- The LOI (Letter of Intent) will be released to the selected candidates **post 30th Oct**. Acceptance of LOI within the timeline mentioned will only be considered as the offer acceptance & we will keep you updated on the progress
- At any point in time, if the self-profile declared by the student during the registration process is found to be false or if the student is found to have indulged in any sort of malpractice at any stage, this confirmation will be withdrawn
- The selected candidates are subject to internal audit process. In case, any observation is found to be inappropriate, it will lead to a withdrawal of the selection

 A picture containing person, picture frame Description automatically generated



We look forward to our continued association!

For further queries, please contact [sijo.malayilthomas@cognizant.com](mailto:sijo.malayilthomas@cognizant.com) and [Mahima.ThankamRaju@cognizant.com](mailto:Mahima.ThankamRaju@cognizant.com)

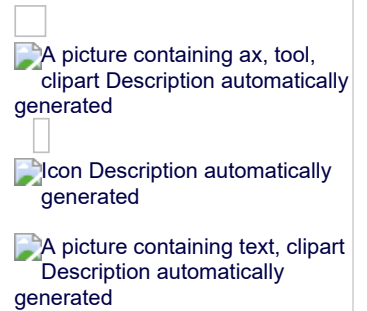
**Regards,  
Human Resources – GenC**

**Note:** If selected, candidate will join as a fresher as no prior work experience will be considered.

**Disclaimer:**

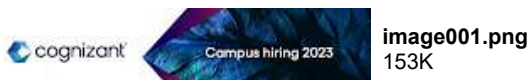
- Cognizant does not entertain payments of any kind from candidates or vendors for employment. Requests for such payments should be promptly reported to [GenCHRCComplianceIND@cognizant.com](mailto:GenCHRCComplianceIND@cognizant.com)
- If you encounter anyone who claims to offer jobs at Cognizant in return for any benefit (monetary or non-monetary), please do not entertain them. Please be informed that Cognizant shall not be held responsible for any such instances or payments you make
- We recommend that you do not respond to spam emails/ messages you do not trust; never disclose your personal or financial details to anyone you do not know. If any such mails purporting to come from Cognizant are received, we advise you to contact us at [GenCHRCComplianceIND@cognizant.com](mailto:GenCHRCComplianceIND@cognizant.com)
- Cognizant takes its hiring practices seriously and appreciates you keeping the Company informed of any individuals posing as Cognizant employees who make false job offers using Cognizant's name. We remind you that while recruiting employees, Cognizant will only communicate with you through authentic Cognizant email addresses and Cognizant will never extend any job offers to anyone based on an online application without first conducting an in-person, video, or telephone interview through verified encrypted channels
- To ascertain that you are receiving a genuine call from Cognizant, please ensure to collect the recruiter's details (full name; official email id, employee ID & mobile number) during the call

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[Quoted text hidden]


**9 attachments**



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1K


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1K

 **image005.png**  
1K

 **image006.png**  
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 **image007.png**  
1K

 **image002.png**  
46K

 **SCMS School of Engineering and Technology, Ernakulam.xlsx**  
14K

College Name	Superset ID	Name	Email Id	Final Status
SCMS School of Engineering	3613016	Ajay Sadhasivan K	ajaysadhasivank@	GenC - Select
SCMS School of Engineering	3613014	Antony K Shaji	antonykshaji13@gr	GenC Elevate - Select
SCMS School of Engineering	3582819	Aswin Suresh P	aswinsuresh.class@	GenC - Select
SCMS School of Engineering	3616231	R Ashwin Krishna	ashwinkrishna2006	GenC - Select
SCMS School of Engineering	3616801	SRIRAM A MADHU	srirammadhu41@g	GenC - Select
SCMS School of Engineering	3618352	AKSHAY C S	akshaysasidharan0	GenC - Select
SCMS School of Engineering	3618884	Gopika Sasikumar	gopikasasikumar20	GenC - Select
SCMS School of Engineering	3618892	Aneena K S	aneenakalarikkal56	GenC - Select
SCMS School of Engineering	3614185	Abhishek Damodhar	abishekdamodar@	GenC - Select
SCMS School of Engineering	3624752	Delvin M Shinoy	delvinmshinoy@gr	GenC - Select
SCMS School of Engineering	3625272	Ron Roy	ronroy0123@gmail	GenC - Select
SCMS School of Engineering	3626865	JOBAN K JOSEPH	jobankjoseph@gma	GenC - Select
SCMS School of Engineering	3436064	Novaneeth S S	novaneethss111@	GenC - Select
SCMS School of Engineering	3629079	Mithran C	mithranc007@gma	GenC - Select
SCMS School of Engineering	3639451	Aswinkumar T S	aswin.001.official@	GenC Elevate - Select
SCMS School of Engineering	3639870	Prasanth V P	prasanthvp566@gr	GenC - Select
SCMS School of Engineering	3643254	Maria Babu	mariababu330@gr	GenC - Select
SCMS School of Engineering	3624754	Mahesh S	mahesh244500@g	GenC - Select
SCMS School of Engineering	3643627	V Gowrisankar Menon	gowrisankarmenok	GenC Elevate - Select
SCMS School of Engineering	3643632	Sandeep Kurian Jacob	sandeepjacob1@g	GenC Elevate - Select
SCMS School of Engineering	3611889	Gautham Krishna S	gauthamkrishnas43	GenC - Select
SCMS School of Engineering	3644928	Joshna George	joshna200123@gr	GenC - Select
SCMS School of Engineering	3645658	Gadha Sudheer	gadhasdhr@gmail.	GenC - Select
SCMS School of Engineering	3645750	ABHISHEK K	abhishek132abhi@	GenC - Select
SCMS School of Engineering	3603878	Gopika Chingan	vethika2000@gmai	GenC - Select
SCMS School of Engineering	3646916	Thoufique Aslam NJ	thoufee476@gma	GenC - Select
SCMS School of Engineering	3647027	sreeson N	sreeson233@gmai	GenC - Select
SCMS School of Engineering	3647139	Adithya krishnan	adhiachery10@gm	GenC - Select
SCMS School of Engineering	3646757	Ambily P R	prambily158@gma	GenC - Select
SCMS School of Engineering	3647233	Gopika Jaideep	gopikajaideep7@g	GenC - Select
SCMS School of Engineering	3647632	Anurenj K P	anurenjkp@gmail.c	GenC - Select
SCMS School of Engineering	3647666	Akhila Ajith	akhilaaajith321@gm	GenC - Select
SCMS School of Engineering	3647783	Gopika Dinesan	gopikalakshmidines	GenC - Select
SCMS School of Engineering	3647886	Suraj Ramachandran	1918aju@gmail.co	GenC - Select
SCMS School of Engineering	3647838	LAKSHMI N R	lakshmiravindran39	GenC - Select
SCMS School of Engineering	3648812	Mukul Mehta	mukul.mehta740@	GenC - Select
SCMS School of Engineering	3649070	Akshay A	akshayajith75@gm	GenC - Select
SCMS School of Engineering	3630558	Ashwin T S	ashwints2001@gm	GenC - Select
SCMS School of Engineering	3646053	Arya Anil Kumar	arya.malu2000@gr	GenC - Select
SCMS School of Engineering	3650678	Gokul Ramesh	gokulramesh777@	GenC - Select
SCMS School of Engineering	3650740	HYDER RASAK	hyderrazak2k2@gr	GenC - Select
SCMS School of Engineering	3654291	Abhirami A	abhiramiabhi4604@	GenC - Select
SCMS School of Engineering	3655739	Rijas Sali	rijassali15@gmail.c	GenC - Select
SCMS School of Engineering	3658599	Amalna K Harish	amalnaharish@gm	GenC - Select
SCMS School of Engineering	3659351	SREEHARI M	sreeharimunnikrish	GenC - Select
SCMS School of Engineering	3646097	Jain George	jaingeorge6894@g	GenC - Select
SCMS School of Engineering	3660438	Edwin Benny	edwinkodanad@gr	GenC - Select
SCMS School of Engineering	3648220	NEENA MARY ALEX	neethalex007@gm	GenC - Select

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, ERNAKULAM**

**Companywise placements for 2019-23**

Sr. No.	Date	Name of the student	Branch	Name of the company
1	11.10.2022	ABHISHEK K	SCS/8472/19	Cognizant
2	11.10.2022	Adithya krishnan	SCS/8718/19	Cognizant
3	11.10.2022	AJAY SADHASIVAN K	SCS/8720/19	Cognizant
4	11.10.2022	Antony K Shaji	SCS/8613/19	Cognizant
5	11.10.2022	Anurenj K P	SCS/8707/19	Cognizant
6	11.10.2022	ARYA ANIL KUMAR	SCS/8683/19	Cognizant
7	11.10.2022	ASWINKUMAR T S	SCS/8489/19	Cognizant
8	11.10.2022	Edwin Benny	SCS/8668/19	Cognizant
9	11.10.2022	GOPIKA DINESAN UTTAMANTIL	SCS/8503/19	Cognizant
10	11.10.2022	Gopika Jaideep	SCS/8736/19	Cognizant
11	11.10.2022	Gopika Sasikumar	SCS/8733/19	Cognizant
12	11.10.2022	HYDER RASAK	SCS/8717/19	Cognizant
13	11.10.2022	JOBAN K JOSEPH	SCS/8684/19	Cognizant
14	11.10.2022	Joshna George	SCS/8516/19	Cognizant
15	11.10.2022	Maria Babu	SCS/8723/19	Cognizant
16	11.10.2022	MITHRAN C	SCS/8437/19	Cognizant
17	11.10.2022	MUKUL MEHTA	SCS/8592/19	Cognizant
18	11.10.2022	NEENA MARY ALEX	SCS/8520/19	Cognizant
19	11.10.2022	Prasanth V P	SCS/8470/19	Cognizant
20	11.10.2022	RIJAS SALI	SCS/8749/19	Cognizant
21	11.10.2022	Ron Roy	SCS/8719/19	Cognizant
22	11.10.2022	SANDEEP KURIAN JACOB	SCS/8486/19	Cognizant
23	11.10.2022	SRIRAM A MADHU	SCS/8495/19	Cognizant
24	11.10.2022	SURAJ RAMACHANDRAN	SCS/8481/19	Cognizant
25	11.10.2022	V GOWRISANKAR MENON	SCS/8676/19	Cognizant
26	11.10.2022	GADHA SUDHEER C	SEC/8575/19	Cognizant
27	11.10.2022	AKSHAY C S	SME/8550/19	Cognizant
28	11.10.2022	ASHWIN T S	SME/8641/19	Cognizant
29	11.10.2022	GOKUL RAMESH	SMEL/9168/20	Cognizant
30	11.10.2022	R ASHWIN KRISHNA	SME/8704/19	Cognizant

31	11.10.2022	SREEHARI M	SME/8547/19	Cognizant
32	27.10.2022	NOVANEETH S S	SCE/8448/19	Cognizant
33	27.10.2022	Ambily P R	SCE/8483/19	Cognizant
34	27.10.2022	Jain George	SCE/8442/19	Cognizant
35	27.10.2022	Abhirami A	SCS/8610/19	Cognizant
36	27.10.2022	Akhila Ajith	SCS/8504/19	Cognizant
37	27.10.2022	Akshay A	SCS/8686/19	Cognizant
38	27.10.2022	Amalna K Harish	SCS/8499/19	Cognizant
39	27.10.2022	Aneena K S	SCS/8699/19	Cognizant
40	27.10.2022	Aswin Suresh P	SCS/8644/19	Cognizant
41	27.10.2022	Delvin M Shinoy	SCS/8519/19	Cognizant
42	27.10.2022	Gautham Krishna S	SCS/8659/19	Cognizant
43	27.10.2022	LAKSHMI N R	SCS/8631/19	Cognizant
44	27.10.2022	Mahesh S	SCS/8654/19	Cognizant
45	27.10.2022	Thoufique Aslam NJ	SCS/8508/19	Cognizant
46	27.10.2022	Abhishek Damodhar	SME/8577/19	Cognizant
47	27.10.2022	Gopika Chingan	MCA/688/21	Cognizant
48	27.10.2022	Sreeson N	MCA/703/21	Cognizant







## Letter of Intent (LOI)

**Superset ID: 3654291**

**Date: November 25, 2022**

**Dear Abhirami A,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







sset last name &lt;sset@scmsgroup.org&gt;

**Fwd: [URGENT] Action required for your application in Cognizant | Letter Of Intent**

1 message

abishekdamodar@gmail.com <abishekdamodar@gmail.com>  
To: Sset <sset@scmsgroup.org>

Mon, Nov 28, 2022 at 1:05 PM

Sent from my iPhone

Begin forwarded message:

**From:** Cognizant via Superset <notifications@email.joinsuperset.com>  
**Date:** 25 November 2022 at 21:54:20 IST  
**To:** abishekdamodar@gmail.com  
**Subject:** [URGENT] Action required for your application in Cognizant | Letter Of Intent

**Letter of Intent (LOI)**

Dear Abhishek Damodhar,

Greetings from Cognizant!

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.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent. Once you accept the Letter of Intent you will be taken to the Internship Survey where you will have the option to nominate for Internship. Please complete this within the below mentioned deadline.

**LOI Acceptance Deadline: Dec 02, 2022 06:00 PM IST**

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

**Go to Offer Page** Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on [app.joinsuperset.com](http://app.joinsuperset.com)
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

**Important:**

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

**Regards,****Human Resources - GenC**

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## Letter of Intent (LOI)

**Superset ID: 3645750**

**Date: November 25, 2022**

**Dear ABHISHEK K,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

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For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3647139**

**Date: November 25, 2022**

**Dear Adithya krishnan,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3613016**

**Date: November 25, 2022**

**Dear Ajay Sadhasivan K,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3647666**

**Date: November 25, 2022**

**Dear Akhila Ajith,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3649070**

**Date: November 25, 2022**

**Dear Akshay A,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





sset last name &lt;sset@scmsgroup.org&gt;

**Fwd: [URGENT] Action required for your application in Cognizant | Letter Of Intent**

1 message

**Akshay C S** <akshaysasidharan009@gmail.com>  
To: "sset@scmsgroup.org" <sset@scmsgroup.org>

Tue, Nov 29, 2022 at 10:51 AM

----- Forwarded message -----

From: **Cognizant via Superset** <notifications@email.joinsuperset.com>  
Date: Fri, 25 Nov, 2022, 9:59 pm  
Subject: [URGENT] Action required for your application in Cognizant | Letter Of Intent  
To: <akshaysasidharan009@gmail.com>

**Letter of Intent (LOI)**

Dear AKSHAY C S,

Greetings from Cognizant!

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.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent. Once you accept the Letter of Intent you will be taken to the Internship Survey where you will have the option to nominate for Internship. Please complete this within the below mentioned deadline.

**LOI Acceptance Deadline: Dec 02, 2022 06:00 PM IST**

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

**Go to Offer Page** Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on [app.joinsuperset.com](http://app.joinsuperset.com)
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

**Important:**

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

**Regards,****Human Resources - GenC**



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## Letter of Intent (LOI)

**Superset ID: 3658599**

**Date: November 25, 2022**

**Dear Amalna K Harish,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3618892**

**Date: November 25, 2022**

**Dear Aneena K S,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3613014**

**Date: November 25, 2022**

**Dear Antony K Shaji,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC Elevate role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("**Employment Agreement**") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. You are also eligible for a One-time Skill Bonus\* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

**\*One-time Skill Bonus** will be based on the technical competency demonstrated thru skill-based assessment, Interview and full-time Internship / Cognizant identified training programs.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3647632**

**Date: November 25, 2022**

**Dear Anurenj K P,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





sset last name &lt;sset@scmsgroup.org&gt;

**Fwd: [URGENT] Action required for your application in Cognizant | Letter Of Intent**

1 message

Arya Anil Kumar <arya.malu2000@gmail.com>  
To: sset@scmsgroup.org

Mon, Nov 28, 2022 at 5:00 PM

----- Forwarded message -----

From: **Cognizant via Superset** <notifications@email.joinsuperset.com>  
Date: Fri, Nov 25, 2022 at 9:58 PM  
Subject: [URGENT] Action required for your application in Cognizant | Letter Of Intent  
To: <arya.malu2000@gmail.com>

**Letter of Intent (LOI)**

Dear Arya Anil Kumar,

Greetings from Cognizant!

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.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent. Once you accept the Letter of Intent you will be taken to the Internship Survey where you will have the option to nominate for Internship. Please complete this within the below mentioned deadline.

**LOI Acceptance Deadline: Dec 02, 2022 06:00 PM IST**

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

**Go to Offer Page** Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on [app.joinsuperset.com](http://app.joinsuperset.com)
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

**Important:**

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Regards,

**Human Resources - GenC**

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## Letter of Intent (LOI)

**Superset ID: 3630558**

**Date: November 25, 2022**

**Dear Ashwin T S,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







## Letter of Intent (LOI)

**Superset ID: 3582819**

**Date: November 25, 2022**

**Dear Aswin Suresh P,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3639451**

**Date: November 25, 2022**

**Dear Aswinkumar T S,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC Elevate role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("**Employment Agreement**") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. You are also eligible for a One-time Skill Bonus\* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

**\*One-time Skill Bonus** will be based on the technical competency demonstrated thru skill-based assessment, Interview and full-time Internship / Cognizant identified training programs.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ('Personal Information') submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3624752**

**Date: November 25, 2022**

**Dear Delvin M Shinoy,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3660438**

**Date: November 25, 2022**

**Dear Edwin Benny,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3645658**

**Date: November 25, 2022**

**Dear Gadha Sudheer,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3611889**

**Date: November 25, 2022**

**Dear Gautham Krishna S,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3650678**

**Date: November 25, 2022**

**Dear Gokul Ramesh,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3603878**

**Date: November 25, 2022**

**Dear Gopika Chingan,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







## Letter of Intent (LOI)

**Superset ID: 3647783**

**Date: November 25, 2022**

**Dear Gopika Dinesan,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3647233**

**Date: November 25, 2022**

**Dear Gopika Jaideep,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3618884**

**Date: November 25, 2022**

**Dear Gopika Sasikumar,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3650740**

**Date: November 25, 2022**

**Dear HYDER RASAK,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3650740**

**Date: November 25, 2022**

**Dear HYDER RASAK,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3646097**

**Date: November 25, 2022**

**Dear Jain George,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3626865**

**Date: November 25, 2022**

**Dear JOBAN K JOSEPH,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3644928**

**Date: November 25, 2022**

**Dear Joshna George,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







## Letter of Intent (LOI)

**Superset ID: 3647838**

**Date: November 25, 2022**

**Dear LAKSHMI N R,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3624754**

**Date: November 25, 2022**

**Dear Mahesh S,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3624754**

**Date: November 25, 2022**

**Dear Mahesh S,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3643254**

**Date: November 25, 2022**

**Dear Maria Babu,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





sset last name &lt;sset@scmsgroup.org&gt;

**Fwd: [URGENT] Action required for your application in Cognizant | Letter Of Intent**

1 message

**Mithran C** <mithranc007@gmail.com>  
To: sset@scmsgroup.org

Mon, Nov 28, 2022 at 6:01 PM

----- Forwarded message -----

From: **Cognizant via Superset** <notifications@email.joinsuperset.com>  
Date: Fri, Nov 25, 2022, 19:50  
Subject: [URGENT] Action required for your application in Cognizant | Letter Of Intent  
To: <mithranc007@gmail.com>

**Letter of Intent (LOI)**

Dear Mithran C,

Greetings from Cognizant!

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.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent. Once you accept the Letter of Intent you will be taken to the Internship Survey where you will have the option to nominate for Internship. Please complete this within the below mentioned deadline.

**LOI Acceptance Deadline: Dec 02, 2022 06:00 PM IST**

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

**Go to Offer Page** Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on [app.joinsuperset.com](http://app.joinsuperset.com)
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

**Important:**

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

**Regards,****Human Resources - GenC**

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## Letter of Intent (LOI)

**Superset ID: 3648812**

**Date: November 25, 2022**

**Dear Mukul Mehta,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3648220**

**Date: November 25, 2022**

**Dear NEENA MARY ALEX,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**







## Letter of Intent (LOI)

**Superset ID: 3436064**

**Date: November 25, 2022**

**Dear Novaneeth S S,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3639870**

**Date: November 25, 2022**

**Dear Prasanth V P,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3616231**

**Date: November 25, 2022**

**Dear R Ashwin Krishna,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3655739**

**Date: November 25, 2022**

**Dear Rijas Sali,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3625272**

**Date: November 25, 2022**

**Dear Ron Roy,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

Code of Conduct : You shall comply with Cognizants Core Values and Standards of Business Conduct, located at and incorporated herein by reference. <https://www.cognizant.com/us/en/documents/code-of-ethics.pdf>

This LOI from Cognizant is valid for 1 week - 7 calendar days, from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered as an employment contract or offer letter for purposes of joining Cognizant as an employee. For all onboarding formalities, the definitive Employment Agreement is required.

Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3643632**

**Date: November 25, 2022**

**Dear Sandeep Kurian Jacob,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC Elevate role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("**Employment Agreement**") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. You are also eligible for a One-time Skill Bonus\* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

**\*One-time Skill Bonus** will be based on the technical competency demonstrated thru skill-based assessment, Interview and full-time Internship / Cognizant identified training programs.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





sset last name &lt;sset@scmsgroup.org&gt;

**Fwd: [URGENT] Action required for your application in Cognizant | Letter Of Intent**

1 message

**Sreehari M** <sreeharimunnikrishnan@gmail.com>  
To: sset@scmsgroup.org

Tue, Nov 29, 2022 at 10:41 AM

----- Forwarded message -----

From: **Cognizant via Superset** <notifications@email.joinsuperset.com>  
Date: Fri, 25 Nov 2022, 10:00 pm  
Subject: [URGENT] Action required for your application in Cognizant | Letter Of Intent  
To: <sreeharimunnikrishnan@gmail.com>

**Letter of Intent (LOI)**

Dear SREEHARI M,

Greetings from Cognizant!

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.

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent. Once you accept the Letter of Intent you will be taken to the Internship Survey where you will have the option to nominate for Internship. Please complete this within the below mentioned deadline.

**LOI Acceptance Deadline: Dec 02, 2022 06:00 PM IST**

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

**Go to Offer Page** Or kindly follow the below steps to accept the offer:

1. **Log in** to your Superset account on [app.joinsuperset.com](http://app.joinsuperset.com)
2. Go to **Job Profiles** tab
3. Filter on **Offered** jobs or search the job profile you received an offer in
4. Click on the **job profile name** to navigate to job profile details
5. Click on **Accept Offer**

**Important:**

- All communications from registration till Letter of Intent (LOI) will be sent to candidate's Superset registered mail address (which is used to login to Superset)
- Upon LOI acceptance, all the Offer to Onboarding communication from Cognizant will be sent only to your personal email ID given at the time of registration. Any changes to the email ID done post registration will not be considered

Kindly self-resolve most of your LOI queries using the [FAQs](#) in this link. If it's still unresolved, then raise a request by clicking "Raise a Query" button in the below link. Please use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

**Regards,****Human Resources - GenC**

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## Letter of Intent (LOI)

**Superset ID: 3647027**

**Date: November 25, 2022**

**Dear sreeson N,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3616801**

**Date: November 25, 2022**

**Dear SRIRAM A MADHU,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3647886**

**Date: November 25, 2022**

**Dear Suraj Ramachandran,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Upon accepting this LOI, you hereby consent for Cognizant Technology Solutions India Private Limited to receive the personal information and/or sensitive personal information ("Personal Information") submitted by you for background verification and share the same with its empaneled vendors located in India for conducting mandatory background checks for employment opportunities with Cognizant.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link. Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).  
<https://campus2cognizant.cognizant.com/Pages/Prelogin>

GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3646916**

**Date: November 25, 2022**

**Dear Thoufique Aslam NJ,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited (" **Cognizant** ") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies (" **Employment Agreement** ") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

It is hereby clarified that participation in this full-time internship program or Cognizant identified training programs shall not deem to constitute you to be an employee of Cognizant and the scope of this full-time internship program or Cognizant identified training programs does not include any supervisory responsibilities and that there is no agency, fiduciary or employer-employee relationship intended or created by reason of this LOI.

During this full-time internship program or Cognizant identified training programs, you shall not be entitled for any benefits paid or made available to Cognizant's full-time employees.

Upon your successfully completion of full-time internship program or Cognizant identified training programs, completion of background verification and being onboarded as an employee under a definitive Employment Agreement, your annual total remuneration shall be **INR 4,01,988/- per annum**. The detailed information on compensation and benefits will be provided in your full-time employment Offer Letter.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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GenC HR Team will reach out to you over email to guide you on the next steps.  
Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**





## Letter of Intent (LOI)

**Superset ID: 3643627**

**Date: November 25, 2022**

**Dear V Gowrisankar Menon,**

We are immensely glad to extend a hearty welcome to you to our Cognizant family.

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we have found you suitable for the GenC Elevate role and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal full-time employment Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("**Employment Agreement**") will be issued, and such Employment Agreement shall be subject to and be effective only upon your successful completion of the full-time internship program or Cognizant identified training programs as opted by you or mandated by Cognizant and background verification. You will have an opportunity to opt for a full-time internship with stipend during your final semester and terms and conditions governing such full-time internship program shall be detailed in the Intern Offer Letter.

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**\*One-time Skill Bonus** will be based on the technical competency demonstrated thru skill-based assessment, Interview and full-time Internship / Cognizant identified training programs.

This LOI expresses only our intent to enable you participate in the full-time internship program or such Cognizant identified training programs as opted by you or as mandated by Cognizant, and there upon successful completion of the training which brings eligibility to receive a definitive Employment Agreement, subject to completion of hiring formalities, background verification and procedures. Cognizant has zero tolerance towards malpractice in any form and reserves all rights with respect to hiring decisions and issue of full-time Offer. This document is only a letter of intent and does not constitute any contractual relationship between you and Cognizant. Cognizant holds all rights to withhold or cancel this LOI and/or the Intern / Full-time employment Offer Letter due to non-conformance of performance benchmark or moral code of conduct.

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Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

**Maya Sreekumar**  
**Vice President - Human Resources**



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, ERNAKULAM****Companywise placements for 2019-23**

<b>Sr. No.</b>	<b>Date</b>	<b>Name of the student</b>	<b>Branch</b>	<b>Name of the company</b>	<b>CTC in Lakhs</b>
1	29.11.2022	ADITYA MUKUNDAN	SCS/8532/19	Global Quest Technologies	2.5 Lakhs
2	29.11.2022	Joshna George	SCS/8516/19	Global Quest Technologies	2.5 Lakhs
3	29.11.2022	MEGHA P S	SCS/8726/19	Global Quest Technologies	2.5 Lakhs
4	29.11.2022	AKHIL P SAJI	SME/8538/19	Global Quest Technologies	2.5 Lakhs
5	29.11.2022	Avinash T G	SMEL/9183/20	Global Quest Technologies	2.5 Lakhs
6	29.11.2022	JITHIN RAJ K	SMEL/9166/20	Global Quest Technologies	2.5 Lakhs
7	29.11.2022	YADU R VARMA	SMEL/9174/20	Global Quest Technologies	2.5 Lakhs
8	29.11.2022	ANUSREE DINESHAN	MCA/689/21	Global Quest Technologies	2.5 Lakhs
9	29.11.2022	VIMAL V K	MCA/684/21	Global Quest Technologies	2.5 Lakhs
10	29.11.2022	VISMAYA RAJEEV N	MCA/700/21	Global Quest Technologies	2.5 Lakhs



**OFFER LETTER**

**Date: 28/11/22**

**Dear Aditya Mukundan,**

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022.**

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining.If you join on any other date free training will not be valid.  
You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

**USN NO: SCM19CS007**

**College Name: SCMS School of Engineering and Technology**

**[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]**

**Thanking you**

**Rashmi.GR**

**HR Director**

**Global Quest Technologies**





## OFFER LETTER

Date: 28/11/22

Dear Akhil P Saji,

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022.**

On the date of joining we would explain you in detail the schedules.

### Note:

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

### Rules:

#### Following rules to be followed for placement activities:

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining.If you join on any other date free training will not be valid.  
You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

USN NO: SCM19ME005

College Name: SCMS School of Engineering and Technology

[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]

Thanking you

Rashmi.GR

HR Director

Global Quest Technologies





**OFFER LETTER**

Date: 28/11/22

Dear Anusree Dineshan,

We are happy to inform you that you have shortlisted in our CSR Drive Screening test. Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022**. On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS**.
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining. If you join on any other date free training will not be valid. You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

USN NO: SCM21MCA-2005

College Name: SCMS School of Engineering and Technology

[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]

Thanking you

Rashmi.GR

HR Director

Global Quest Technologies





**OFFER LETTER**

Date: 28/11/22

Dear Avinash T G,

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022**.

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining. If you join on any other date free training will not be valid. You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

USN NO: LSCM19ME052

College Name: SCMS School of Engineering and Technology

[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]

Thanking you

Rashmi.GR

HR Director

Global Quest Technologies



**OFFER LETTER**

Date: 28/11/22

Dear Jithin Raj K,

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022**.

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining.If you join on any other date free training will not be valid.  
You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

USN NO: LSCM19ME054

College Name: SCMS School of Engineering and Technology .

[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]

Thanking you

Rashmi.GR

HR Director

Global Quest Technologies



**OFFER LETTER**

Date: 28/11/22

Dear Joshna George,

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022.**

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining. If you join on any other date free training will not be valid. You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

USN NO: SCM19CS066

College Name: SCMS School of Engineering and Technology

[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]

Thanking you

Rashmi.GR

HR Director

Global Quest Technologies



**OFFER LETTER**

Date: 28/11/22

Dear Megha PS,

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022.**

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining.If you join on any other date free training will not be valid.  
You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

USN NO: SCM19CS074

College Name: SCMS School of Engineering and Technology

[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]

Thanking you

Rashmi.GR

HR Director

Global Quest Technologies



**OFFER LETTER**

Date: 28/11/22

Dear Vimal V K,

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022.**

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining.If you join on any other date free training will not be valid.  
You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

USN NO: SCM21MCA-2017

College Name: SCMS School of Engineering and Technology

[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]

Thanking you

Rashmi.GR

HR Director

Global Quest Technologies



**OFFER LETTER**

**Date: 28/11/22**

**Dear Vismaya Rajeev N,**

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022.**

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
- No other programmes are included in this training module.
- Online & Offline classes will be provided. (**Depending on the Circumstances**)

**Rules:**

**Following rules to be followed for placement activities:**

- You should have 95% Attendance in classroom and online / practical sessions.
- You should be ready to relocate different cities for Job / Interviews(PAN INDIA)
- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining.If you join on any other date free training will not be valid. You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

**USN NO: SCM21MCA-2018**

**College Name: SCMS School of Engineering and Technology**

**[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]**

**Thanking you**

**Rashmi.GR**

**HR Director**

**Global Quest Technologies**



**OFFER LETTER**

**Date: 28/11/22**

**Dear Yadu R Varma,**

We are happy to inform you that you have shortlisted in our CSR Drive Screening test.

Training in our incubation / organisation centre starts on **15<sup>th</sup> DECEMBER 2022.**

On the date of joining we would explain you in detail the schedules.

**Note:**

- We do not charge for the complete training which takes 4 to 6 Months.
- We do not charge you for any interviews & Placement activities conducted at our end.
- The Training Includes **JAVA /PYTHON FULL STACK, TESTING (MANUAL & AUTOMATION), SQL, APTITUDE & SOFTSKILLS.**
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- Online & Offline classes will be provided. ( **Depending on the Circumstances**)

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- Complete the given assignments on time.
- Bring the offer letter on the first day with 10<sup>th</sup>, 12<sup>th</sup>, Degree Documents & any other Gov. ID Proof.
- You should also require to attach understanding agreement letter.

This letter is valid on the date of joining.If you join on any other date free training will not be valid.  
You may have to pay the fees.

**We welcome you to be part of Our Organization for a long and beneficial career.**

**USN NO: LSCM19ME056**

**College Name: SCMS School of Engineering and Technology**

**[Dr.Puneeth Raj kumar Social Responsibility Scholarship Program]**

**Thanking you  
Rashmi.GR**

**HR Director  
Global Quest Technologies**






**Fwd: CSR Drive Offer Letter 2023 - SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, Kerala - Pentagon Space Pvt Ltd**

1 message

**Jayanand B** <jayanand@scmsgroup.org>

To: niranjansanthosh016@gmail.com, anilacs184@gmail.com, akshayajith75@gmail.com, rijassali15@gmail.com, akshayr720002@gmail.com, jithinraj51@gmail.com, ashwints2001@g

----- Forwarded message -----

From: **Sheetal R** <sheetal@pentagonospace.in>

Date: Sat, Sep 24, 2022 at 5:09 PM

Subject: CSR Drive Offer Letter 2023 - SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, Kerala - Pentagon Space Pvt Ltd

To: &lt;jayanand@scmsgroup.org&gt;, Madhusudhan H &lt;madhusudhan@pentagonospace.in&gt;

Dear Sir,

Greetings of the day.

Congratulations to the selected Students!!

As per your approval we are releasing the final list of students who have cleared the CSR interview process 2023 batch. Attached pdf document is the offer letters for your reference.

Tentative batch commencement date will be sent to the registered email ID shortly. Students from circuit branches should opt for **Java Full stack Course** and no circuit branches should
**Note** : Students should send the duly filled pdf scanned copy to [campusconnect@pentagonospace.in](mailto:campusconnect@pentagonospace.in) by mentioning their Name and C should relocate to Bangalore if applicable).

Sl no	Your Name	Contact Number(Whats app)	Contact Number(On Call)	Email id	Graduation Year
1	Dhanuja K A	8129417759	8129417759	<a href="mailto:dhanujaasokan127@gmail.com">dhanujaasokan127@gmail.com</a>	202
2	Niranjan Santhosh	8078021764	8078021764	<a href="mailto:niranjansanthosh016@gmail.com">niranjansanthosh016@gmail.com</a>	202
3	ANILA C S	6235404498	6235404498	<a href="mailto:anilacs184@gmail.com">anilacs184@gmail.com</a>	202
4	Akshay.A	7593932041	7593932041	<a href="mailto:akshayajith75@gmail.com">akshayajith75@gmail.com</a>	202
5	Rijas Sali	8111818202	8111818202	<a href="mailto:rijassali15@gmail.com">rijassali15@gmail.com</a>	202
6	Akshay R	8137042888	8137042888	<a href="mailto:akshayr720002@gmail.com">akshayr720002@gmail.com</a>	202
7	JITHIN RAJ K	9567875342	9567875342	<a href="mailto:jithinraj51@gmail.com">jithinraj51@gmail.com</a>	202
8	Ashwin T S	9995202610	9995202610	<a href="mailto:ashwints2001@gmail.com">ashwints2001@gmail.com</a>	202

Regards,

Sheetal R

Manager - Campus Connect

Pentagon Space Pvt Ltd

8951936349

[www.pentagonospace.in](http://www.pentagonospace.in)

--

Thanks and Regards,

Jayanand B,

Placement in Charge,

SCMS School of Engineering and Technology,

Ernakulam.



SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, Kerala.zip

4726K

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, ERNAKULAM****Companywise placements for 2019-23**

<b>Sr. No.</b>	<b>Date</b>	<b>Name of the student</b>	<b>Branch</b>	<b>Name of the company</b>	<b>CTC in Lakhs</b>
1	24.09.2022	AKSHAY A	SCS/8686/19	CSR	3 Lakhs
2	24.09.2022	ANILA C S	SCS/8474/19	CSR	3 Lakhs
3	24.09.2022	RIJAS ALI	SCS/8749/19	CSR	3 Lakhs
4	24.09.2022	DHANUJA K A	SEC/8478/19	CSR	3 Lakhs
5	24.09.2022	AKSHAY R	SEC/8422/19	CSR	3 Lakhs
6	24.09.2022	NIRANJAN SANTHOSH	SEC/8645/19	CSR	3 Lakhs
7	24.09.2022	ASHWIN T S	SME/8641/19	CSR	3 Lakhs
8	24.09.2022	JITHIN RAJ K	SMEL/9166/20	CSR	3 Lakhs

## CSR Campus Drive - 2023

Dear **Akshay.A**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **Akshay R,**

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear ANILA C S,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **Ashwin T S**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on SOFTWARE TESTING COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **Dhanuja K A**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **JITHIN RAJ K**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on SOFTWARE TESTING COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**



## CSR Campus Drive - 2023

Dear **Niranjan Santhosh**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**

## CSR Campus Drive - 2023

Dear **Rijas Sali**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2023 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on JAVA FULL STACK COURSE. The Date of Batch commencement would be officially sent to your registered mail id.

### Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name:

College Name:

Branch:

USN/ Reg Number:

Date:

Student Signature

Best wishes,



**Madhusudhan. H**

**Campus Head - INDIA**



Datahub Technologies  
Research and Development Pvt Ltd

### Internship Letter

Abhay H Pisharody

Date: 03-07-2023

Pattissery Pisharam

Ref: DH/IL/04/07/23

Thanneercode PO, Chalissery

Palakkad, Pin: 679536

Dear Mr Abhay,

Datahub Technologies Research and Development PVT Ltd. is pleased to offer you an opportunity as Project coordinator intern. The position is located in Kochi, Kerala. You will be on paid internship of Rs10000 for one month. Further based on your performance and productivity you will be reviewed by the management for your permanency with subsequent remuneration.

Your duties assigned include all web development activities and support activities on demand. Your working hours will be 9am to 5 pm Monday to Saturday. You will be reporting directly to higher management.

Please review, sign and send back via reply mail to confirm your acceptance.

Congratulation and welcome aboard.

With regards

Hari Krishnan T P



Abhay H Pisharody

Managing Director



SSET Placement <sset.placement@scmsgroup.org>

**Fwd: Selected Candidates-Exacore IT Solutions Pvt Ltd**

3 messages

**Jayanand B** <jayanand@scmsgroup.org>  
To: sset.placement@scmsgroup.org

Wed, Jun 7, 2023 at 12:47 PM

----- Forwarded message -----

From: **Ancy Joy** <ancy.joy@exacoreitsolutions.com>  
Date: Wed, Jun 7, 2023 at 12:28 PM  
Subject: Selected Candidates-Exacore IT Solutions Pvt Ltd  
To: <jayanand@scmsgroup.org>, <georgejoseph@scmsgroup.org>  
Cc: SANTHOSH R S <santhosh.rs@exacoreitsolutions.com>, Mariya Varghese <mariya.varghese@exacoreitsolutions.com>

Hi ,  
Greetings of the day !

From campus recruitment drive we have selected 4 students as **Oracle Technical Consultant Trainees** from **SCMS College**

A. Vishnu
Ariya A D
Zujajath A N
Sudheesh N S

Kindly please share with me the joining date.

Thanks and Regards



**Ancy Joy**  
IT Recruiter

**Exacore IT Solutions**  
1st Floor, Indeevaram, INFOPARK Smart Space,  
Koratty, Thrissur – 680 308, Kerala, India  
m: 9539639959  
e: ancy.joy@exacoreitsolutions.com

[www.exacoreitsolutions.com](http://www.exacoreitsolutions.com)



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**SSET Placement** <sset.placement@scmsgroup.org>  
To: George Joseph <georgejoseph@scmsgroup.org>, jasmin@scmsgroup.org

Wed, Jun 7, 2023 at 1:28 PM

Thanks and Regards,  
Dr.Sureshkumar V,  
Placement in Charge,  
SCMS School of Engineering and Technology,

Ernakulam.

[Quoted text hidden]

---

**SSET Placement** <sset.placement@scmsgroup.org>  
To: sudheesh1091@gmail.com

Wed, Jun 7, 2023 at 1:36 PM

Dear Sudheesh,

Congratulations.

Thanks and Regards,

Dr.Sureshkumar V,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

[Quoted text hidden]



sset last name &lt;sset@scmsgroup.org&gt;

## Experion Campus Selection- Final Selects - SCMS School of Engineering and Technology

2 messages

**Campus Selection** <campusselection@experionglobal.com>

Wed, Oct 12, 2022 at 9:00 PM

To: SSET <sset@scmsgroup.org>, "jayanand@scmsgroup.org" <jayanand@scmsgroup.org>

Cc: Anoop Mithran <anoop.mithran@experionglobal.com>

Dear Sir,

Greetings from Experion Technologies!

Thank you for referring your students for the Experion Campus Selection process.

We have successfully completed the selection process. Please find below the list of final selects .

**Kindly eliminate these students from the upcoming selection processes.**

We will send a confirmation mail/conditional offer letter directly to the candidates.

Applicant ID	Full Name	Qualifying Course	Branch	Name of College
EXP2296	Navya George	B Tech	CS	SCMS
EXP2214	Anandhu Lal K	MCA	Computer Application	SCMS
EXP2211	Aswinkumar Ts	B Tech	CS	SCMS
EXP2234	Vyshnav K Vinodh	B Tech	CS	SCMS
EXP2283	Aiswarya Jayadev	MCA	Computer Application	SCMS
EXP2221	Athul V Nair	B Tech	CS	SCMS
EXP2210	Mukul Mehta	B Tech	CS	SCMS
EXP2188	Febin Alex	B Tech	CS	SCMS
EXP2236	Neena Mary Alex	B Tech	CS	SCMS
EXP2183	Aswin Suresh P	B Tech	CS	SCMS
EXP2199	Sreeson N	MCA	Computer Application	SCMS
EXP2301	Sreelakshmi T U	B Tech	ECE	SCMS
EXP2284	Deepak Denny	MCA	Computer Application	SCMS
EXP2203	Emil Jaison Thomas	B Tech	CS	SCMS

EXP2312	Sandeep Kurian Jacob	B Tech	CS	SCMS
EXP2206	Mahesh S	B Tech	CS	SCMS
EXP2325	Edwin Benny	B Tech	CS	SCMS
EXP2274	Melinda Mary Melchizedek	MCA	Computer Application	SCMS
EXP2202	Anurej K P	B Tech	CS	SCMS

**Anoop Mithran**

Associate Manager- Human Resources

P: +91-9847788899

E: [anoop.mithran@experionglobal.com](mailto:anoop.mithran@experionglobal.com)W: [www.experionglobal.com](http://www.experionglobal.com)

---

**From:** Campus Selection  
**Sent:** 11 October 2022 22:41  
**To:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>; [jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)  
**Cc:** Anoop Mithran <[anoop.mithran@experionglobal.com](mailto:anoop.mithran@experionglobal.com)>  
**Subject:** Experion Campus Selection Round 2 Feedback - SCMS School of Engineering and Technology

Dear Sir,

Thank you so much for sending your students for Experion Campus Selection process.

As informed earlier we have completed level 2 of the selection process today. Please find attached the list of 'Shortlisted' and 'Not-Shortlisted' candidates from your campus.

Kindly intimate the shortlisted students to report at Rajagiri College of Engineering &amp; technology at the given time (mentioned in the sheet).

Kindly note that we have sent separate e-mails to the students who attended the process today.

Warm regards,

Anoop Mithran

---

**From:** Campus Selection  
**Sent:** 10 October 2022 14:59  
**To:** 'SSET' <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>; 'jayanand@scmsgroup.org' <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>  
**Cc:** Anoop Mithran <[anoop.mithran@experionglobal.com](mailto:anoop.mithran@experionglobal.com)>  
**Subject:** Contact Details - Pool Drive Rajagiri

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, E****Companywise placements for 2019-23**

<b>Sr. No.</b>	<b>Date</b>	<b>Name of the student</b>	<b>Branch</b>
1	13.10.2022	Anurenj K P	SCS/8707/19
2	13.10.2022	Aswin Suresh P	SCS/8644/19
3	13.10.2022	Aswinkumar Ts	SCS/8489/19
4	13.10.2022	Athul V Nair	SCS/8626/19
5	13.10.2022	Edwin Benny	SCS/8668/19
6	13.10.2022	Emil Jaison Thomas	SCS/8611/19
7	13.10.2022	Febin Alex	SCS/8689/19
8	13.10.2022	Mahesh S	SCS/8654/19
9	13.10.2022	Mukul Mehta	SCS/8592/19
10	13.10.2022	Navya George	SCS/8500/19
11	13.10.2022	Neena Mary Alex	SCS/8520/19
12	13.10.2022	Sandeep Kurian Jacob	SCS/8486/19
13	13.10.2022	Vyshnav K Vinodh	SCS/8748/19
14	13.10.2022	Sreelakshmi T U	SEC/8671/19
15	13.10.2022	Anandhu Lal K	MCA/694/21
16	13.10.2022	Sreeson N	MCA/703/21



**ERNAKULAM**

Name of the company	CTC in Lakhs
Experion	4 Lakhs
Experion	4 Lakhs
Experion	4 Lakhs
Experion	4 Lakhs
Experion	4 Lakhs
Experion	4 Lakhs
Experion	4 Lakhs
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Experion	4 Lakhs
Experion	4 Lakhs

1	Anurenj K P	Yes	SCS/8707/19	Experion
2	Aswin Suresh P	Yes	SCS/8644/19	Experion
3	Aswinkumar Ts	Yes	SCS/8489/19	Experion
4	Athul V Nair	Yes	SCS/8626/19	Experion
5	Edwin Benny	Yes	SCS/8668/19	Experion
6	Emil Jaison Thomas	Yes	SCS/8611/19	Experion
7	Febin Alex	Yes	SCS/8689/19	Experion
8	Mahesh S	Yes	SCS/8654/19	Experion
9	Mukul Mehta	Yes	SCS/8592/19	Experion
10	Navya George	Yes	SCS/8500/19	Experion
11	Neena Mary Alex	Yes	SCS/8520/19	Experion
12	Sandeep Kurian Jacob	Yes	SCS/8486/19	Experion
13	Vyshnav K Vinodh	Yes	SCS/8748/19	Experion
14	Anandhu Lal K	Yes	MCA/694/21	Experion
15	Sreeson N	Yes	MCA/703/21	Experion
16	Sreelakshmi T U	Yes	SEC/8671/19	Experion



21<sup>st</sup> October 2022

Offer Letter

Anandhu Lal K  
Kadamattu (H)  
Naduthurothy Road, Panangad,  
Ernakulam

Dear Anandhu,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as **'Associate Software Engineer'** at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 4,00,000/-** (Rupees Four Lakhs) only per annum cost to the company.
3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

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Kerala, India ☎ info@experionglobal.com 🌐 www.experionglobal.com

Offices in India: **Cochin**, Infopark SEZ. **Trivandrum**, Technopark. **Bangalore**, Brigade Road.  
CIN No: U72200KL2006PTC019336

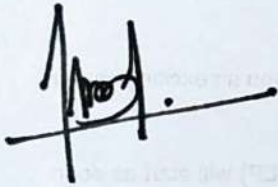
Digitally  
Driven

You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

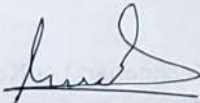
We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, ANANDHU LAL K, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

22/10/2022

Date

**Experion Technologies (India) Private Limited**

Regd. Office: 407, 4th Floor, Thejaswini Building, Technopark Campus, Trivandrum 695581, Kerala, India [info@experionglobal.com](mailto:info@experionglobal.com) [www.experionglobal.com](http://www.experionglobal.com)

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CIN No: U72200KL2006PTC019336



21<sup>st</sup> October 2022

**Offer Letter**

Anurenj K P  
Kareparambhil (H)  
P Vemballur P O, Kodungallur,  
Thrissur - 680671

**Dear Anurenj,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 4,00,000/-** (Rupees Four Lakhs) only per annum cost to the company.
3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

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**CIN No:** U72200KL2006PTC019336

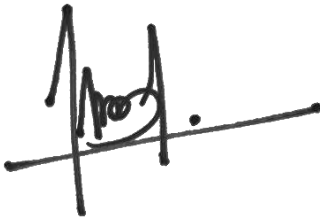
A red square with the text "Digitally Driven" in white, sans-serif font.

You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, \_\_\_\_\_, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**CIN No:** U72200KL2006PTC019336

**Digitally  
Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Aswin Suresh P  
Pezheril (H), Koplipadam P O  
Pady, Kodaly,  
Thrissur

**Dear Aswin,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

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**CIN No:** U72200KL2006PTC019336

A red square with a white diagonal line from the bottom-left to the top-right. The text "Digitally Driven" is written in white, with "Digitally" on the top-left and "Driven" on the bottom-right, following the diagonal.

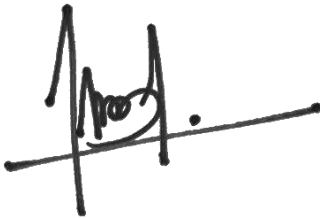


You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, \_\_\_\_\_, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**CIN No:** U72200KL2006PTC019336

**Digitally  
Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Aswinkumar Ts  
Thekkoot (H),  
Companipady, Kannara P O,  
Thrissur

**Dear Aswinkumar,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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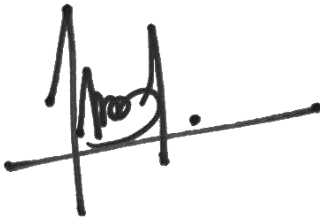
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You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

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We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, \_\_\_\_\_, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Experion Technologies (India) Private Limited**

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**CIN No:** U72200KL2006PTC019336

**Digitally  
Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Athul V Nair  
Perumittath House, Thattampady  
Karumalloor P O,  
Alangad - 683511

**Dear Athul,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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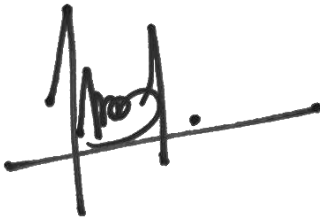
A red square with the text "Digitally Driven" in white, slanted to the right.

You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, \_\_\_\_\_, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Experion Technologies (India) Private Limited**

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**CIN No:** U72200KL2006PTC019336

**Digitally  
Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Edwin Benny  
Koottala (H), Kurichilakod  
Kodanad P O,  
Perumbavoor - 683544

**Dear Edwin,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as **'Associate Software Engineer'** at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 4,00,000/-** (Rupees Four Lakhs) only per annum cost to the company.
3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

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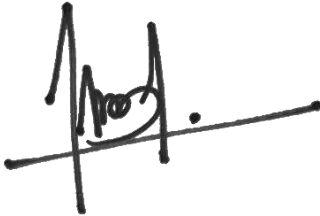
A red square with the words "Digitally Driven" in white, sans-serif font.

You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion! For

**Experion Technologies (I) Pvt. Ltd.,**



**Jijo Joseph**  
**AGM – Human Resources**

I EDWIN BENNY , acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



25/20/2022

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Signature

---

Date

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Driven



21<sup>st</sup> October 2022

**Offer Letter**

Emil Jaison Thomas  
81 C, Pink Apartments, Pkt 6/2  
Nasirpur, Dwaraka, Sector 1 - A,  
New Delhi - 110045

**Dear Emil,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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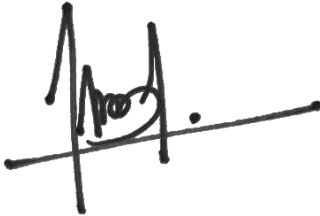
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**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion! For

**Experion Technologies (I) Pvt. Ltd.,**



**Jijo Joseph**  
**AGM – Human Resources**

I, Emil Jaison Thomas, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



25/10/2022

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Signature

---

Date

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**CIN No:** U72200KL2006PTC019336



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Offer Letter from Experion Technologies**

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**Febin Alex** <febinalex@ieee.org>  
To: sset@scmsgroup.org

Sat, Oct 22, 2022 at 1:52 PM

----- Forwarded message -----

From: **Campus Selection** <campusselection@experionglobal.com>  
Date: Fri, Oct 21, 2022, 6:54 PM  
Subject: Offer Letter from Experion Technologies  
To: febinalex@ieee.org <febinalex@ieee.org>

Dear Febin,

Congratulations!

Experion is happy to have you on board and wishes you a successful career. Please find attached the Offer Letter from Experion. We are confident that you will find Experion to be a fun place to work with numerous advancement opportunities. We look forward to meeting you soon and would appreciate your acceptance email before **05:00 PM., Tuesday, 25<sup>th</sup> October 2022.**

In case of any questions or clarifications, please don't hesitate to contact us.

Wishing you all the best for the successful completion of your course !

Have a great day!

Best Regards,

**Anoop Mithran**

Associate Manager- Human Resources

**P:**  
+91-9847788899

**E:**  
[anoop.mithran@experionglobal.com](mailto:anoop.mithran@experionglobal.com)

**W:**

[www.experionglobal.com](http://www.experionglobal.com)



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**3 attachments**

 | Digitally Driven | **image001.png**  
28K

 | Digitally Driven | **image001.png**  
28K

 **Febin Alex.pdf**  
182K

21<sup>st</sup> October 2022

**Offer Letter**

Mahesh S  
Vadakkedath(H)  
Anganavadi Road, Kunnumpuram, Desom,  
Aluva PIN:683102

**Dear Mahesh,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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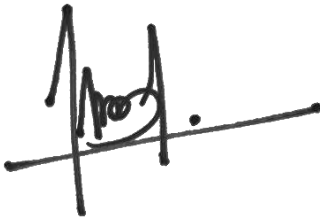
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**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, \_\_\_\_\_, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Mukul Mehta  
Mehta Nivas  
Kazhimpanakkuzhy,  
Pathanamthitta - 689645

**Dear Mukul,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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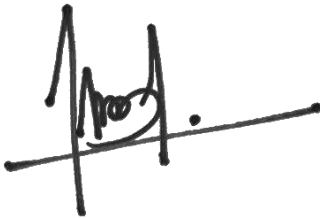


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**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, \_\_\_\_\_, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Navya George  
Chirakkaparambil (H),  
Vennala P O,  
Kochi - 682028

**Dear Navya,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.,**



**Jijo Joseph**  
**AGM – Human Resources**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**CIN No:** U72200KL2006PTC019336

**Digitally  
Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Neena Mary Alex  
Kudarathil (H),  
Shobha Road, Edappally Toll,  
Kochi - 682024

**Dear Neena,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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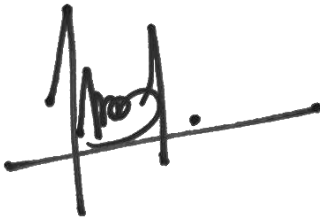
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For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Digitally  
Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Sandeep Kurian Jacob  
MIG 36, Fort Nagar  
Fort Kochi,  
Kochi - 682001

**Dear Sandeep,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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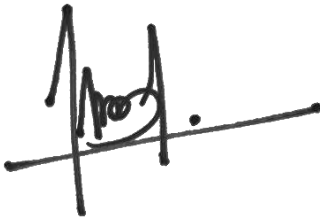
A red square with a white diagonal line from the bottom-left to the top-right. The text "Digitally Driven" is written in white, with "Digitally" on the top-left and "Driven" on the bottom-right, following the diagonal.

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For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Digitally  
Driven**

21<sup>st</sup> October 2022

**Offer Letter**

Sreelakshmi T U  
Vrindavan Nivas  
Nettissery P O,  
Mannuthy - 680651

**Dear Sreelakshmi,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

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**CIN No:** U72200KL2006PTC019336

A red square with a white diagonal line from the bottom-left to the top-right. The text "Digitally Driven" is written in white, with "Digitally" on the top-left and "Driven" on the bottom-right.

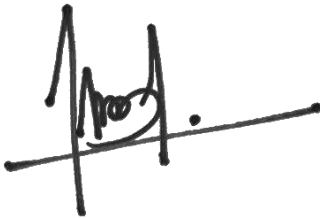


You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, \_\_\_\_\_, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Experion Technologies (India) Private Limited**

Regd. Office: 407, 4th Floor, Thejaswini Building, Technopark Campus, Trivandrum 695581, Kerala, India © info@experionglobal.com www.experionglobal.com

**Offices in India: Cochin**, Infopark SEZ. **Trivandrum**, Technopark. **Bangalore**, Brigade Road.  
**CIN No:** U72200KL2006PTC019336

**Digitally  
Driven**



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Offer Letter from Experion Technologies**

---

**Sreeson N** <sreeson23@gmail.com>  
To: "sset@scmsgroup.org" <sset@scmsgroup.org>

Sat, Oct 22, 2022 at 2:12 PM

----- Forwarded message -----

From: **Campus Selection** <campusselection@experionglobal.com>  
Date: Fri, 21 Oct 2022, 6:57 pm  
Subject: Offer Letter from Experion Technologies  
To: sreeson23@gmail.com <sreeson23@gmail.com>

Dear Sreeson,

Congratulations!

Experion is happy to have you on board and wishes you a successful career. Please find attached the Offer Letter from Experion. We are confident that you will find Experion to be a fun place to work with numerous advancement opportunities. We look forward to meeting you soon and would appreciate your acceptance email before **05:00 PM., Tuesday, 25<sup>th</sup> October 2022.**

In case of any questions or clarifications, please don't hesitate to contact us.

Wishing you all the best for the successful completion of your course !

Have a great day!

Best Regards,

**Anoop Mithran**

Associate Manager- Human Resources

**P:**  
+91-9847788899

**E:**  
[anoop.mithran@experionglobal.com](mailto:anoop.mithran@experionglobal.com)

**W:**

[www.experionglobal.com](http://www.experionglobal.com)



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---

**3 attachments**

 | Digitally Driven | **image001.png**  
28K

 | Digitally Driven | **image001.png**  
28K

 **Sreeson N.pdf**  
182K

21<sup>st</sup> October 2022

**Offer Letter**

Vyshnav K Vinodh  
Koromparambil (H)  
West of BHSS, Kodungallur,  
Thrissur - 680664

**Dear Vyshnav,**

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

Your formal training period of three months, **Initial Learning Program (ILP)** will start as soon as you complete your current course examinations, and you will be eligible for a **stipend of INR 15,000 per month** during the period. You will have a series of training sessions to undergo during your formal training period which will help you to perform during this period.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 4,00,000/-** (Rupees Four Lakhs) only per annum cost to the company.
3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

**Experion Technologies (India) Private Limited**

Regd. Office: 407, 4th Floor, Thejaswini Building, Technopark Campus, Trivandrum 695581, Kerala, India © info@experionglobal.com 🌐 www.experionglobal.com

**Offices in India: Cochin, Infopark SEZ. Trivandrum, Technopark. Bangalore, Brigade Road.**  
**CIN No: U72200KL2006PTC019336**

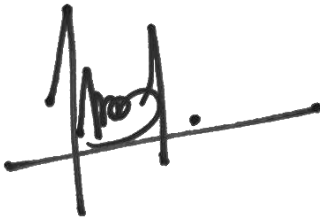
A red square with a white diagonal line from the bottom-left corner to the top-right corner. The text "Digitally Driven" is written in white, with "Digitally" on the top line and "Driven" on the bottom line.

You have the option of upgrading to the Elite stream by taking one more round of Programming Test. This selection procedure is optional for you. If chosen, you will be promoted to the Elite batch, with an annual salary of **INR 6,00,000/-** (Rupees Six Lakhs) only per annum cost to the company. If not, you will be part of the Regular stream under the job terms and conditions outlined in the current Offer Letter.

**Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.**

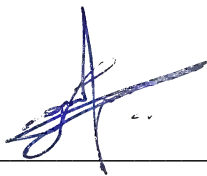
We welcome you to build an exciting career with Experion!

For **Experion Technologies (I) Pvt. Ltd.**,



**Jijo Joseph**  
**AGM – Human Resources**

I, Vyshnav K Vinodh, acknowledge that I have read, understood, and accept this Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.



Signature

24/10/2022

Date

**Experion Technologies (India) Private Limited**

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**Offices in India: Cochin**, Infopark SEZ. **Trivandrum**, Technopark. **Bangalore**, Brigade Road.  
**CIN No:** U72200KL2006PTC019336

**Digitally  
Driven**



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**21 December, 2022**

**Ms Nasweeba K N  
Kuttimakkal House Manthrakkal,  
Thaikkattukara P O,  
Aluva,Ernakulam ,  
Kerala - 683106**

**Contact No: 9633120103  
Email: nasweeba19@gmail.com**

Dear **Nasweeba**,

**Subject: Letter of intent**

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

**1. Position:**

You will be offered a position in **"EY Global Delivery Services India LLP"** (the "Firm").

**2. Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

**3. Annual Fixed compensation:**

You shall be paid an annual total compensation of **INR.3,99,000/-** per annum. The annual total compensation includes variable pay bonus (VPB) and fringe benefits that are insurance and gratuity and this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2023. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

**4. Education Qualification:**

This letter of intent is subject to your successful completion of Btech exams by September 2023.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.



Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Divya Parihar

Reason: Letter of Intent

Location: Bangalore

Date:12/21/2022 17:42:03

**Authorized Signatory**



sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: EY GDS | Campus Hiring 2023

Jayanand B <jayanand@scmsgroup.org>

Thu, Sep 22, 2022 at 8:33 AM

To: SSET <sset@scmsgroup.org>, sset.placement@scmsgroup.org, mukul.mehta740@gmail.com, gowrisankarmenokil@gmail.com, sandeep jacob <sandeepjacob1@gmail.com>, varshamohandas89@gmail.com, mithranc007@gmail.com, aswin.001.official@gmail.com, ajaysadhasivank@gmail.com, akshayajith75@gmail.com

----- Forwarded message -----

From: **Neethu Dinaraj** <Neethu.Dinaraj@gds.ey.com>  
 Date: Thu, Sep 22, 2022 at 8:14 AM  
 Subject: RE: EY GDS | Campus Hiring 2023  
 To: Jayanand B <jayanand@scmsgroup.org>  
 Cc: Venket Balaji V <Venket.Balaji.V@gds.ey.com>

Hi Sir,

PFB final selects for assurance as well. Request you to block all the final selects.

Name of the Candidate	Email ID of the Candidate	Mobile Number of the Candidate	College Name
Mukul Mehta	<a href="mailto:mukul.mehta740@gmail.com">mukul.mehta740@gmail.com</a>	8921063918	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
V GOWRISANKAR MENON	<a href="mailto:gowrisankarmenokil@gmail.com">gowrisankarmenokil@gmail.com</a>	8547480360	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
Sandeep Kurian Jacob	<a href="mailto:sandeepjacob1@gmail.com">sandeepjacob1@gmail.com</a>	7356994087	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
Varsha Mohandas	<a href="mailto:varshamohandas89@gmail.com">varshamohandas89@gmail.com</a>	9744559821	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
Mithran C	<a href="mailto:mithranc007@gmail.com">mithranc007@gmail.com</a>	9746577617	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
Aswinkumar T S	<a href="mailto:aswin.001.official@gmail.com">aswin.001.official@gmail.com</a>	9895074576	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
Ajay Sadhasivan K	<a href="mailto:ajaysadhasivank@gmail.com">ajaysadhasivank@gmail.com</a>	9072771839	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY
Akshay A	<a href="mailto:akshayajith75@gmail.com">akshayajith75@gmail.com</a>	7593932041	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

Regards,

**Neethu Dinaraj**

Campus Talent Attraction and Acquisition (TA<sup>2</sup>)

EY GDS

[Quoted text hidden]

[Quoted text hidden]





## Fwd: EY GDS | Campus Hiring 2023

Jayanand B <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>, PRINCIPAL SSET <principalsset@scmsgroup.org>

Tue, Sep 20, 2022 at 1:28 PM

----- Forwarded message -----

From: **Neethu Dinaraj** <Neethu.Dinaraj@gds.ey.com>  
Date: Tue, Sep 20, 2022 at 10:29 AM  
Subject: RE: EY GDS | Campus Hiring 2023  
To: Jayanand B <jayanand@scmsgroup.org>  
Cc: Venket Balaji V <Venket.Balaji.V@gds.ey.com>



## Welcome to EY GDS

September 2022



Dear Team,

Thank you for your contributions towards strengthening EY Global Delivery Services' (GDS) partnership. It has been a pleasure reaching out to the extremely talented students at your college. We are pleased to offer 9 students a position at EY GDS.

Name	email	Mobile number
MEKHA ANN BINU	<a href="mailto:mekhabinu4@gmail.com">mekhabinu4@gmail.com</a>	9526460397
Akhila Ajith	<a href="mailto:akhilajith321@gmail.com">akhilajith321@gmail.com</a>	8137945190
Alen Roy	<a href="mailto:alenroy337@gmail.com">alenroy337@gmail.com</a>	7909189018
Abhirami A	<a href="mailto:abhiramiabhi4604@gmail.com">abhiramiabhi4604@gmail.com</a>	9.20E+11
Chandini P S	<a href="mailto:chandinjps57@gmail.com">chandinjps57@gmail.com</a>	7591928903
Lakshmi N R	<a href="mailto:lakshmiravindran399@gmail.com">lakshmiravindran399@gmail.com</a>	9061540630
Gopika Dinesan	<a href="mailto:gopikalakshmidinesh@gmail.com">gopikalakshmidinesh@gmail.com</a>	9633173599
Emil Jaison Thomas	<a href="mailto:emiljaisonthomas@gmail.com">emiljaisonthomas@gmail.com</a>	8130759781

NEENA MARY ALEX	<a href="mailto:neethalex007@gmail.com">neethalex007@gmail.com</a>	9567244040
-----------------	--	------------

Attached is the students list for your reference.

Thank you,

**Talent team**

EY Global Delivery Services



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Regards,

**Neethu Dinaraj**

Campus Talent Attraction and Acquisition (TA<sup>2</sup>)

EY GDS

---

**From:** Jayanand B <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>  
**Sent:** Wednesday, August 31, 2022 9:29 AM  
**To:** Neethu Dinaraj <[Neethu.Dinaraj@gds.ey.com](mailto:Neethu.Dinaraj@gds.ey.com)>  
**Subject:** Re: EY GDS | Campus Hiring 2023

Madam,

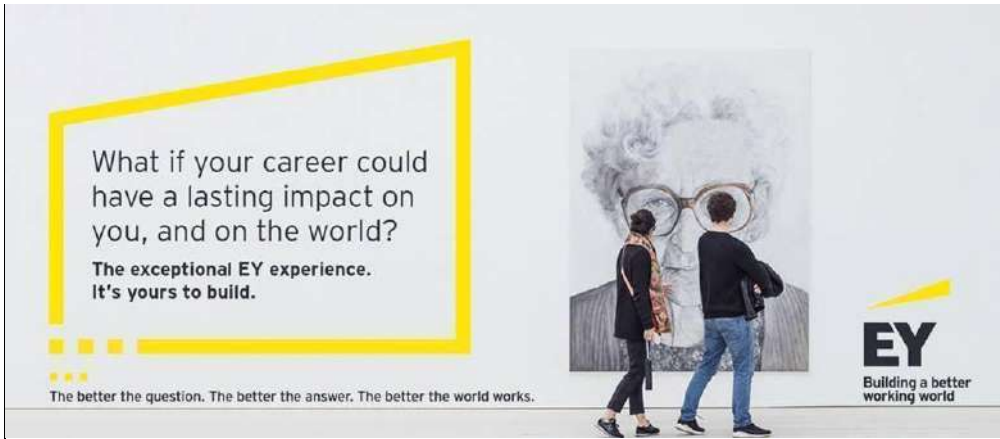
Please find the attached list of students who came forward expressing their interest in participating the EY Placement Drive 23,

Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

On Mon, Aug 1, 2022 at 4:18 PM Neethu Dinaraj <[Neethu.Dinaraj@gds.ey.com](mailto:Neethu.Dinaraj@gds.ey.com)> wrote:

Zoom out to get a better view if you're reading this newsletter from a smartphone.



**It's yours to build**

**Campus recruitment briefing**

The intended recipient of this email is the placement team of SCMS School Of Engineering & Technology  
If you are not the right person, please forward this to the placement team or an appropriate representative.

Dear Team,

We would like to thank you for your support and your college's continued association with our campus hiring efforts.

We are happy to invite you to our campus placement program and are eager to have your college's participation this year.

As confirmed during our telephonic conversation, following is the schedule of the campus recruitment drive. Kindly confirm on the same so that we can share the JD & compensation details along with the link for registration.

**Schedule**

Recruitment Day	Date	Event	Time
Day 1	12-Sep -22	Aptitude Test	To Be Decided
Day 2	12-Sep -22	Presentation	To Be Decided
Day 3	16-Sep -22	Technical & HR interview	To Be Decided

For further queries, write to me at [Neethu.dinaraj@gds.ey.com](mailto:Neethu.dinaraj@gds.ey.com)

Regards,

**Talent Attraction and Acquisition (TA<sup>2</sup>)**

EY Global Delivery Services

**Thank you for helping us deliver the exceptional EY experience!**

Regards



Neethu Dinaraj | Senior Associate– **Campus** Talent Attraction and Acquisition (TA<sup>2</sup>)

EY Global Delivery Services India LLP,

Drishya Building, KINFRA Park, Trivandrum 698 586, Kerala, India

Website: <http://www.ey.com>

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EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka , India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

**26 December, 2022**

**Mr Delvin M Shinoy**  
**Maniyattu House Kuruppampady P. O. Kuruppampady,**  
**Perumbavoor,**  
**Kerala - 683545**

**Contact No: 7034262319**  
**Email: delvinmshinoy@gmail.com**

Dear Delvin,

**Subject: Letter of intent**

With reference to the campus selection process and the subsequent interviews that you had with us, we are pleased to extend a letter of intent subject to the following terms and conditions:

**1. Position:**

You will be offered a position in "EY Global Delivery Services India LLP" (the "Firm").

**2. Date of joining and work location:**

Your date of joining the company and work location will be communicated to you at a later stage.

**3. Annual Fixed compensation:**

You shall be paid an annual total compensation of **INR.3,99,000/-** per annum. The annual total compensation includes variable pay bonus (VPB) and fringe benefits that are insurance and gratuity and this will be subject to applicable taxes as per the provision of IncomeTax Act & will be paid to you after deduction of income tax and other applicable taxes at source.

Variable pay bonus(VPB) is a pay for performance program where you will be eligible to participate and have a differential reward based on EY GDS, business unit and personal performance. This will be payable on or before 31 August 2023. This is subject to you being employed with the Firm as on the date of payment of Variable Pay Bonus. Employees who join the Firm during the year will be eligible for a prorated Variable Pay Bonus payment. The Variable Pay Bonus amount is subject to income tax deduction as per rules prescribed under the tax laws.

**4. Education Qualification:**

This letter of intent is subject to your successful completion of Btech exams by September 2023.

Please note that a detailed offer letter would be issued to you subsequently.

Looking forward to a mutually beneficial association.



Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Divya Parihar

Reason: Offer Letter

Location: Bangalore

Date:12/27/2022 10:19:57

**Authorized Signatory**

29-Sep-2022

Abay Raju M  
S/O Raju Ittoop M  
Mandumbal house, Guruvayoor road, Near GMGHSS,  
Kunnamkulam, Thrissur, Kerala, 680503

**Dear Abay Raju M,**

With reference to your application and subsequent interviews you had with us, we are pleased to extend an offer of employment to you as **Software Engineer** in **Hitachi Solutions India Pvt. Ltd., ("HSIN" or "Company")**.

As an employee of HSIN, you shall perform your assigned duties and shall maintain the confidentiality of the work assigned to you. We are looking forward to having you as a member of our team as we believe that the success of HSIN will depend, above all, on the quality of its people. You are required to join on or before **July-2023, however the exact date of joining will be intimated to you later**. Your compensation plan is as per **Annexure A**.

During your employment with the Company, your performance will be kept under review and your employment may be terminated by you or the Company by giving the other party 90 days' prior notice in writing.

The Company also reserves the right to terminate/take appropriate action on your employment by giving 7 days' notice if a Discrepancy report is generated from the Background Verification Agency verifying your Personal & Professional records.

To confirm your acceptance of this offer, you are required to:

- Respond via email to communicate acceptance of the offer and to confirm your joining date on or before the Close of Business hours of **01-Oct-2022**.
- **If you fail to accept the offer from HSIN as specified above, it will be construed that you are not interested in this offer for employment, and this offer automatically stands withdrawn.**

Please note that you should report to our **Chennai** office at 10:00 AM IST. At the time of joining, Further, please carry the following documents:

- 1 photographs of self (passport sized, color photos with a white background)
- Education degree certificate and all year mark sheets from SSC to the highest degree attained. Photocopies should include both front and back sides of certificate.
- Offer, Service & Relieving letters from your previous employers (Last 3 employments).
- Proof of identity, any one of the following documents: passport, driving license, and voter's identification card or PAN card.
- Copy of Aadhar Card (Mandatory document).
- Copy of Passport - if you do not have a passport then kindly apply for a passport immediately and carry the acknowledgement on the day of your joining.

**HITACHI SOLUTIONS INDIA PRIVATE LIMITED**

CIN: U72200TN2001PTC122050

Registered Office: Block 5, 10<sup>th</sup> Floor, DLF IT Park, 1/124, Shivaji gardens, Mount Poonamallee Road, Ramapuram, Chennai - 600 089, TN, India. T: +91 44 6603 8383  
[contact.india@hitachisolutions.com](mailto:contact.india@hitachisolutions.com) | <http://india.hitachi-solutions.com>

- If you have stated in your application to Hitachi Solutions that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed.
- If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same.
- **All Original documents for verification.**  
*Please note that all the above specified documents are mandatory, and you will not be allowed to join HSIN without them.*

**Please confirm your acceptance of this offer by signing and returning this letter by or before 01-Oct-2022.**

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by HSIN.

In the event of any inconsistency between the Appointment Letter and the Offer Letter signed and accepted by the Employee, the terms of the Appointment Letter shall supersede the Offer Letter to the extent of such inconsistency.

We look forward to having you in our global team!

With Best Regards

**For Hitachi Solutions India Pvt Ltd**



**Hitendra Singh**  
**Vice President - Human Resources**

I hereby accept the job offer for the position of **Software Engineer** with Hitachi Solutions India Pvt. Ltd., I have read the terms and conditions and accept it.

**Candidate Signature:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Annexure A**

<b>COMPENSATION STRUCTURE : Abay Raju M</b>		
<b>TITLE: Software Engineer</b>	<b>BAND:</b>	<b>LO</b>
	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
<b>Fixed Salary (A)</b>		
Basic Salary	22000	264000
House Rent Allowance	11000	132000
Retaining Allowance	6552	78628
<b>Total Monthly Salary (A)</b>	<b>39552</b>	<b>474628</b>
<b>Other Annual Fixed Non-Cash Components (B)</b>		
Provident Fund		31680
Group Medical Insurance		31000
Gratuity		12692
<b>Total Components (B)</b>		<b>75372</b>
<b>Gross Cost to Company (A+B)</b>		<b>550000</b>
<b><i>Your compensation details are strictly confidential, and should not be discussed with anyone other than your reporting manager and HR.</i></b>		

HuT/2023/1023

29 Mar, 2023

### Offer Letter

Mr. Jithin Raj K,  
Koodali House, Kadalayi Theru,  
P O Chirakkal ,  
Kannur  
Kerala 670011

Dear Mr. Jithin Raj K,

We are very pleased that you are considering joining Humanitarian Technology Labs (HuT Labs), Amrita Vishwa Vidyapeetham as Design Engineer. On behalf of HuT Labs, I invite you to join our organization under the following terms and conditions.

1. Your appointment will be on a contract basis for a period of 24 months from the date of joining which includes 6 months training. Extension may be given depending on the performance and requirements.
2. You may be required to work from different locations or travel or take up additional tasks as part of your job responsibilities
3. Your salary will be Rs 20,000/- for the first six months during training from the date of joining and will be increased to Rs 25,000/- per month after six months. Your position as Software Engineer will be confirmed after six months of training.
4. Your date of joining shall be no later than Aug 02, 2023
5. No leave requests other than medical leave will be entertained during the training period, i.e. for first six months.
6. You are liable to be terminated forthwith, without any notice or compensation, for breach of discipline or unacceptable conduct.
7. Any confidential information belonging to HuT Labs, which you may come across during the contract period, must be kept in strict confidence even after the cessation of your contract.
8. You are not permitted to work in any other paid/unpaid position outside HuT Labs during your term of your contract.
9. Any damage caused to items like equipment, electronic components etc., due to carelessness and improper handling while using them, you will incur 50% of the cost towards replacement of the damaged items.
10. You shall strictly abide by the rules, regulations and procedures in force in HuT Labs, which may be amended, or added upon from time to time as per the requirements.

11. You are bound to keep the proprietary information and internal knowledge that is imparted to you during the contract period very confidential, without passing this information and knowledge to any other institution that can take competitive/research advantage with such information. If proprietary information is passed to anyone or any institution, you are bound to indemnify Amrita University, the damages, if any, as determined by the management.
12. Any misrepresentation or wrong information given in your application will be sufficient reason for terminating your contract without any notice or compensation.
13. In case you leave the job any time after your training period within 24 months from date of joining, you are bound to indemnify the University the entire 6 months salary that was paid during training.
14. If you leave the job before 6 months (any time during training) you are bound to indemnify the University the salary that you have drawn from the joining date till the day you leave.
15. You may sign and return the original of this letter to the undersigned as a token of acceptance of the terms and conditions of your contract with this Project.
16. On acceptance of this offer you shall submit the following to the Human Resources Department.
  - All original and copies of your certificates and testimonials
  - Previous job experience certificate, if any
  - Passport size photographs
  - PAN card and Aadhar Card
  - Any other documents, on request.
17. This agreement represents a complete understanding between yourself and HuT Labs about the terms and conditions of your contract.

Once again, we heartily welcome you to Amrita HuT Labs. We hope that you will achieve your professional goals with us.

We look forward to a mutually rewarding association.

**For HuT Labs,**



**Dr Rajesh Kannan Megalingam**  
**Director, HuT Labs**  
**Amrita Vishwa Vidyapeetham**



sset last name <sset@scmsgroup.org>

---

## Fwd: IBS Campus Recruitment 2023 - Pool Drive 8th August

---

**Varun Jose** <cr.rajagiri@gmail.com>  
Bcc: sset@scmsgroup.org

Mon, Aug 1, 2022 at 1:07 PM

Subject: IBS Campus Recruitment 2023 - Pool Drive 8th August

Hi,

DATE 8<sup>th</sup> of August 2022 for the 2023 pass-out batch.

The eligibility criteria are as mentioned below

> 70% aggregate marks in 10th, 12th and B.Tech (till the last semester, also nom standing backlog)

> Branches – ECE, IT, CSE.

The selection process would include:

- 1) Aptitude test (AMCAT);
- 2) Technical interview; and
- 3) HR interview

Technical and HR interviews will be conducted as part of the IBS team's campus visit. I will start aligning my interview panels and everything as soon as you confirm the proposed date.

If you are yet to share kindly share before 2nd Aug 2022.

Regards

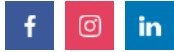


**Varun Jose**  
Placement Cell, Rajagiri School of Engineering & Technology-AUTONOMOUS

[www.rajagiritech.ac.in/Home/Placement/](http://www.rajagiritech.ac.in/Home/Placement/)

cr.rajagiri@gmail.com | Rajagiri Valley P.O, Kochi-39

7907361644



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 **ibs tEMPLATE.xlsx**  
9K



sset last name <sset@scmsgroup.org>

---

## IBS Recruitment

5 messages

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**Feba Jacob** <Feba.Jacob@ibsplc.com>  
To: "sset@scmsgroup.org" <sset@scmsgroup.org>

Tue, Oct 4, 2022 at 1:03 PM

Hi

Attaching the list of selected candidates, Kindly fill up the address section for each candidate and revert ASAP so that we can process the letter of intent for each of the candidates.

Thank You

Regards

Feba Jacob | Human Resources (Project Trainee - Campus Recruitment)

521-524, Nila Building, Technopark Campus, Trivandrum - 695 581, Kerala, India

+91 903 733 9319

Feba.Jacob@ibsplc.com | www.ibsplc.com

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 **SCMS - Final Selected.xlsx**  
11K


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**SSET** <sset@scmsgroup.org>  
To: Jayanand B <jayanand@scmsgroup.org>

Tue, Oct 4, 2022 at 3:27 PM

[Quoted text hidden]

---

 **SCMS - Final Selected.xlsx**  
11K

---

**SSET** <sset@scmsgroup.org>  
To: Feba Jacob <Feba.Jacob@ibsplc.com>  
Cc: PRINCIPAL SSET <principalsset@scmsgroup.org>, Jayanand B <jayanand@scmsgroup.org>

Tue, Oct 4, 2022 at 3:49 PM

Dear Sir /Madam,

Thank you for sharing with us the IBS selects. We are indeed very honoured to see our students be part your team.

Our student Mekha Ann Binu with college I. D. Number SCS/8631/19 has claimed to having been selected by IBS and was intimated about the same at the venue. Her name has not appeared in the list of selects.

Hope you will oblige and let us know whether Mekha has found herself a position in your team.

Thanks and regards,

Prof. Dr. [Jayanand@scmsgroup.org](mailto:Jayanand@scmsgroup.org) B

Placements

SSET

[Quoted text hidden]

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**Feba Jacob** <[Feba.Jacob@ibsplc.com](mailto:Feba.Jacob@ibsplc.com)>  
To: SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>

Tue, Oct 4, 2022 at 5:03 PM

Hi

Thank you for your mail.

I hereby confirm that the final selection list share with you is after all the reconciliation of the selection processes. We haven't released any results on the day of the interviews. All the candidates were informed that they would be intimated by the respective TPO's about the results.

Meanwhile, I will go back and check this specific case.

Thank You

---

**From:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>

**Sent:** 04 October 2022 15:49

**To:** Feba Jacob <[Feba.Jacob@ibsplc.com](mailto:Feba.Jacob@ibsplc.com)>

**Cc:** PRINCIPAL SSET <[principalsset@scmsgroup.org](mailto:principalsset@scmsgroup.org)>; Jayanand B <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>

**Subject:** [External] Re: IBS Recruitment

**ATTENTION: This email originated from a source outside of our organization. Please ensure that you recognize the sender and the content is safe before you open any attachments or click any links.**

[Quoted text hidden]

---

**SSET** <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>  
To: Feba Jacob <[Feba.Jacob@ibsplc.com](mailto:Feba.Jacob@ibsplc.com)>

Tue, Oct 4, 2022 at 5:38 PM

Dear Sir/Madam,

Thank you for all your support.

Regards

10/6/22, 10:46 AM

SCMS Group of Institutions Mail - IBS Recruitment

Dr. Jayanand B

[Quoted text hidden]







sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

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**Aiswarya P** <aiswarya457373@gmail.com>  
To: SSET <sset@scmsgroup.org>

Fri, Dec 9, 2022 at 9:09 AM

----- Forwarded message -----

From: <etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com>  
Date: Thu, 8 Dec, 2022, 12:16 PM  
Subject: Appointment Confirmation Letter  
To: <aiswarya457373@gmail.com>

Dear Aiswarya,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

You may as well recognize that you were notified about the requirement of signing up two years' service commitment agreement with us along with your date of joining. The terms of service commitment Agreement are also enclosed along with this letter of appointment.

We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

---

**Allen Lawrence** <allenlawrence369@gmail.com>  
To: sset@scmsgroup.org

Fri, Dec 9, 2022 at 12:39 PM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Thu, 8 Dec, 2022, 2:23 pm

Subject: Appointment Confirmation Letter

To: &lt;allenlawrence369@gmail.com&gt;

Dear Allen,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

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We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

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**Arya Anil Kumar** <arya.malu2000@gmail.com>  
To: sset@scmsgroup.org

Thu, Dec 22, 2022 at 4:01 PM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Thu, Dec 8, 2022, 14:31

Subject: Appointment Confirmation Letter

To: &lt;arya.malu2000@gmail.com&gt;

Dear ARYA,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

You may as well recognize that you were notified about the requirement of signing up two years' service commitment agreement with us along with your date of joining. The terms of service commitment Agreement are also enclosed along with this letter of appointment.

We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

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**Fwd: Appointment Confirmation Letter**

1 message

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**Aswin Suresh** <aswinsureshpezheril10@gmail.com>  
To: sset@scmsgroup.org

Thu, Dec 22, 2022 at 12:30 PM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Thu, Dec 8, 2022, 12:20 PM

Subject: Appointment Confirmation Letter

To: &lt;aswinsureshpezheril10@gmail.com&gt;

Dear Aswin,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

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We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

---

**avila james** <avijam1510@gmail.com>  
To: "sset@scmsgroup.org" <sset@scmsgroup.org>

Sun, Dec 18, 2022 at 8:49 AM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Sat, 17 Dec, 2022, 6:57 pm

Subject: Appointment Confirmation Letter

To: &lt;avijam1510@gmail.com&gt;

Dear Avila,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

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We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

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**Fwd: Appointment Confirmation Letter -Chandini P S (S7 CSE 1)**

1 message

---

**chandini p s** <chandinips57@gmail.com>  
To: sset@scmsgroup.org

Thu, Jan 5, 2023 at 2:04 PM

----- Forwarded message -----

From: <etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com>  
Date: Thu, 8 Dec, 2022, 12:23 pm  
Subject: Appointment Confirmation Letter  
To: <chandinips57@gmail.com>

Dear Chandini,

This is in reference to campus recruitment drive held by IBS Software (the “Company” or “We”), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

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Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team

1/5/23, 2:20 PM

SCMS Group of Institutions Mail - Fwd: Appointment Confirmation Letter -Chandini P S (S7 CSE 1)





sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

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**Delvin Augustine** <delvin2001@gmail.com>  
To: "sset@scmsgroup.org" <sset@scmsgroup.org>

Mon, Dec 12, 2022 at 4:26 PM

----- Forwarded message -----

From: <etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com>  
Date: Thu, 8 Dec, 2022, 3:44 pm  
Subject: Appointment Confirmation Letter  
To: <delvin2001@gmail.com>

Dear Delvin,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

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We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

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**Fwd: Appointment Confirmation Letter**

1 message

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**Delvin M Shinoy** <delvinmshinoy@gmail.com>  
To: "sset@scmsgroup.org" <sset@scmsgroup.org>

Thu, Dec 22, 2022 at 12:52 PM

Delvin M Shinoy S7CS1

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Sat, Dec 17, 2022, 18:57

Subject: Appointment Confirmation Letter

To: &lt;delvinmshinoy@gmail.com&gt;

Dear Delvin,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

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We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

---

**Febin Alex** <febinalex@ieee.org>  
To: sset@scmsgroup.org

Sat, Dec 17, 2022 at 7:30 PM

----- Forwarded message -----

From: <etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com>  
Date: Sat, Dec 17, 2022, 6:55 PM  
Subject: Appointment Confirmation Letter  
To: <febinalex@ieee.org>

Dear Febin,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

You may as well recognize that you were notified about the requirement of signing up two years' service commitment agreement with us along with your date of joining. The terms of service commitment Agreement are also enclosed along with this letter of appointment.

We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

---

**Gautham Krishna S** <gauthamkrishnas439@gmail.com>  
To: sset@scmsgroup.org

Thu, Dec 22, 2022 at 2:08 PM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Sat, Dec 17, 2022, 6:55 PM

Subject: Appointment Confirmation Letter

To: &lt;gauthamkrishnas439@gmail.com&gt;

Dear Gautham,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

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We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

---

**Gokul krishnan vg** <gokulkrishnanvg@gmail.com>  
To: sset@scmsgroup.org

Sat, Dec 10, 2022 at 2:05 AM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Thu, 8 Dec, 2022, 11:04 am

Subject: Appointment Confirmation Letter

To: &lt;gokulkrishnanvg@gmail.com&gt;

Dear Gokul,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

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Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

---

**Govind K M** <govindm2001@gmail.com>  
To: sset@scmsgroup.org

Fri, Dec 9, 2022 at 9:08 AM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Thu, 8 Dec 2022, 14:40

Subject: Appointment Confirmation Letter

To: &lt;govindm2001@gmail.com&gt;

Dear Govind,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

You may as well recognize that you were notified about the requirement of signing up two years' service commitment agreement with us along with your date of joining. The terms of service commitment Agreement are also enclosed along with this letter of appointment.

We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

## Fwd: Appointment Confirmation Letter

---

**Mukul Mehta** <mukul.mehta740@gmail.com>  
To: SSET <sset@scmsgroup.org>

Fri, Dec 9, 2022 at 11:57 AM

----- Forwarded message -----

From: <etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com>  
Date: Thu, Dec 8, 2022, 12:40 PM  
Subject: Appointment Confirmation Letter  
To: <mukul.mehta740@gmail.com>

Dear Mukul,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

You may as well recognize that you were notified about the requirement of signing up two years' service commitment agreement with us along with your date of joining. The terms of service commitment Agreement are also enclosed along with this letter of appointment.

We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Appointment Confirmation Letter**

1 message

---

**Sreelakshmi T U** <sreelakshmiudhayan@gmail.com>  
To: sset@scmsgroup.org

Thu, Dec 22, 2022 at 1:20 PM

----- Forwarded message -----

From: &lt;etbm.fa.sender@workflow.mail.ap1.cloud.oracle.com&gt;

Date: Sat, Dec 17, 2022, 6:57 PM

Subject: Appointment Confirmation Letter

To: &lt;sreelakshmiudhayan@gmail.com&gt;

Dear Sreelakshmi,

This is in reference to campus recruitment drive held by IBS Software (the "Company" or "We"), and the interview you had with us for the position of Engineer L1.

We are pleased to confirm that you have been shortlisted for the above position on terms and conditions mutually discussed and agreed upon.

Your total annual salary including variable pay would be INR Four Lakh per annum. The detailed salary structure, allowances and other terms and conditions of employment shall be provided in the Offer Letter.

Your joining date shall be notified by the us, in the offer letter, via email sent to you at least 30 days prior to joining date. Any inconvenience to commence your employment on joining date must be notified to us within 20 days of receipt of our email.

You may as well recognize that you were notified about the requirement of signing up two years' service commitment agreement with us along with your date of joining. The terms of service commitment Agreement are also enclosed along with this letter of appointment.

We look forward to your confirmation / acknowledgement to this letter of appointment on the portal. No response to this communication will be deemed as denial and will cause your candidature to be removed from the selection list. No further representation and/or communication shall be considered thereafter.

Please reach out to Jobjos Scaria ([Jobjos.scaria@ibsplc.com](mailto:Jobjos.scaria@ibsplc.com)) for any further clarification, you may require on this.

[Respond to Letter of Intent](#)

Best Regards  
Talent Acquisition Team





sset last name &lt;sset@scmsgroup.org&gt;

---

**Campus Hiring 2022 - 2023 Interland Technology Services Pvt. Ltd**

---

**Jayanand B** <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Mon, Jan 9, 2023 at 3:02 PM

----- Forwarded message -----

From: <jeena@interlandtech.com>

Date: Mon, Jan 9, 2023 at 1:06 PM

Subject: Re: Campus Hiring 2022 - 2023 Interland Technology Services Pvt. Ltd

To: Jayanand B <jayanand@scmsgroup.org>

Cc: Adarshsivadas <Adarshsivadas@interlandtech.com>, Bichu <bichu@interlandtech.com>, Abheda <abheda@interlandtech.com>, Ayswarya <ayswarya@interlandtech.com>

Dear Sir,

Greetings from INTERLAND TECHNOLOGY SERVICES PVT. LTD.

We are pleased to inform you that the following students from your institution, who appeared for the recruitment test have been selected for the role of Software developer.

1. Antony k Shaji
2. Arya Anil Kumar

We request you to kindly inform the above candidates, and We take this opportunity to Congratulate you on the success of your students and for the opportunity given for the campus placement.

Thank you!

Best Regards,

Jeena Cruz

HR Associate - Interland Technology & Services

7907507702

On 2023-01-04 15:41, [jeena@interlandtech.com](mailto:jeena@interlandtech.com) wrote:

Dear Sir,

Greetings for the day!

Thanks for sharing, we would be delighted to collaborate with your collage on 06/01/2023 and we will be there at 10 am.

Thanks & Regards,

Jeena Cruz

HR- Interland Technology & Services

7907507702

On 2023-01-02 22:53, Jayanand B wrote:

Madam,

Please find the attached list of students for the drive on the 6th.

Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

[Quoted text hidden]

--

Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

[Quoted text hidden]



**InterLand**  
Technology services.

Strictly Private and Confidential

**11<sup>th</sup> January 2023**

**Ref. No :** 18/HR/01-2023

Kochi, Kerala

Mr Antony K Shaji  
Kachappilly House, Nayarambalam  
Kochi  
Kerala - 682509

**Subject: Offer of Employment (“Offer”)**

Dear Mr Antony,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Interland Technology Services Pvt. Ltd. (hereafter referred to as 'Company') in our Development Center for Technology, India, as per the below terms and conditions:

**Role:** Associate Software Developer (Trainee)

**Career Level-** 12

**Talent Segment** – Systems Development

Your joining location would be **Kochi, Kerala** and place of posting is **Kochi, Kerala**.

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease *Scheme*
- Terms & Conditions of the two year employment bond.  
(Refer to ITS terms of Employment Point 1.2.4 for details and bond template for details.)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

Wednesday, January 11, 2023

Candidate's Signature \_\_\_\_\_

## Acceptance and Commencement

Based on discussions so far you have confirmed that you will be able to join the Company on 2<sup>nd</sup> August, 2023. Request you to send an email to [jeena@interlandtech.com](mailto:jeena@interlandtech.com) in response to this Offer to confirm your date of joining.

By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.

Any request for change in date of joining must be sent to [jeena@interlandtech.com](mailto:jeena@interlandtech.com) at least 5 days prior to your date of joining as provided earlier. Please contact us immediately if you require an alternate joining date.

You are required to submit on the day of your joining, a signed copy of this letter along with copies of the following annexures:

- Annexure 1 (Compensation and Benefits)
- Annexure 3 (Declaration)
- Annexure 4 (Terms of Employment), with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with the mandatory documents listed in Annexure 2. After receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this Offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

**Important to note:** You are required to carry **two** hard copies of this Offer and Terms of Employment on the date of joining. One signed copy will be retained by the Company and the other will be returned to you.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique Candidate ID Number (i.e., 8-character alpha numeric number mentioned between your Full Name and Address at the top of this page):

### **Primary Point of Contact:**

- Jeena Cruz
- Email Address - [jeena@interlandtech.com](mailto:jeena@interlandtech.com)
- Mobile Number - +91 7907507702

Alternately, if your query remains unanswered, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name.

Abhedananda Das - [abheda@interlandtech.com](mailto:abheda@interlandtech.com)

Adarsh S – [adarshsivadas@interlandtech.com](mailto:adarshsivadas@interlandtech.com)

Yours Sincerely

ACKNOWLEDGED AND AGREED

Adarsh Sivadasan  
COO

Candidate Name: \_\_\_\_\_

Wednesday, January 11, 2023

Candidate's Signature \_\_\_\_\_

**ANNEXURE 1**

**COMPENSATION & BENEFITS**

Annual compensation structure as per the Company guidelines are:

<b>Date of Offer</b>	11-Jan-2023	<b>Date of Joining</b>	02-Aug-23
<b>Level</b>	12		
<b>Department</b>	Systems Development	<b>Designation</b>	Associate Software Development (Trainee)
<b>Components</b>		<b>Monthly Compensation</b>	<b>Annual Compensation</b>
<b>Salary</b>	<b>Basic</b>	8800	105600
	<b>House Rent Allowance</b>	4840	58080
	<b>Conveyance Allowance</b>	2640	31680
	<b>Special Allowance</b>	1760	21120
	<b>Personal Pay</b>	3960	47520
<b>Total Compensation</b>		22000	264000

**\*Total Cash Compensation Elements**

**Annual Fixed Compensation\*\***

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

**Local Variable Bonus (LVB)**

The LVB is an element of Total cash compensation which is linked to your most recent performance rating and performance of the development Centers in India. In addition to these two components, your LVB is also linked to your Individual Utilization. At your career level, your LVB earning potential as part of the LVB program can range from **0%** to **11.2%** of your annual fixed compensation. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Development Centers in India during the year. More details on the Variable Bonus program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus program guidelines.

**ANNEXURE 1 (continued)**

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for the medical insurance, which will be governed by Company policy:**

**Relocation Assistance:** In case you are relocating from your Interland office to any other Interland office, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 50,000/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

Should you require accommodation assistance during relocation please reach out to your onboarding team mentioned above 8 days prior to the relocation.

All the expenses would have to be claimed as a one-time reimbursement. You would require approval from your People Advisor for the reimbursement. You will also be provided with transit accommodation for the first 7 days of your stay at your joining location. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible. For further details on the relocation assistance, please contact your Onboarding Coordinator.

**On Site Assignment:** During the overseas assignments, you are eligible for the economy class ticket and the double room Hotel / Apartment accommodation. You are entitled to receive food and transportation allowance up to maximum limit of 40\$ per day during your stay in overseas.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance program guidelines.

## **ANNEXURE 2**

### **On boarding details**

#### **REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card and Aadhar card copy (mandatory to be submitted on day 1)
- Signed hard copy of the Training Bond in 200INR stamp Paper (mandatory to be submitted on day 1)
- Signed hard copy of the offer letter (mandatory to be submitted on day 1)
- Signed hard copy of the Terms of Employment (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy, if available (if not please apply immediately)

**ANNEXURE 3**

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

ACKNOWLEDGED AND AGREED:

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

**Candidate Name :** \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_





**InterLand**  
Technology services.

Strictly Private and Confidential

**11<sup>th</sup> January 2023**

**Ref. No :** 19/HR/01-2023

Kochi, Kerala

Ms Arya Anil Kumar  
Navaneetham, Adoor  
Kadachira, Kannur  
Kerala

**Subject: Offer of Employment (“Offer”)**

Dear Ms Arya,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Interland Technology Services Pvt. Ltd. (hereafter referred to as 'Company') in our Development Center for Technology, India, as per the below terms and conditions:

**Role:** Associate Software Developer (Trainee)

**Career Level-** 12

**Talent Segment** – Systems Development

Your joining location would be **Kochi, Kerala** and place of posting is **Kochi, Kerala**.

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease *Scheme*
- Terms & Conditions of the two year employment bond.  
(Refer to ITS terms of Employment Point 1.2.4 for details and bond template for details.)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

Wednesday, January 11, 2023

Candidate's Signature \_\_\_\_\_

## Acceptance and Commencement

Based on discussions so far you have confirmed that you will be able to join the Company on 2<sup>nd</sup> August, 2023. Request you to send an email to [jeena@interlandtech.com](mailto:jeena@interlandtech.com) in response to this Offer to confirm your date of joining.

By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.

Any request for change in date of joining must be sent to [jeena@interlandtech.com](mailto:jeena@interlandtech.com) at least 5 days prior to your date of joining as provided earlier. Please contact us immediately if you require an alternate joining date.

You are required to submit on the day of your joining, a signed copy of this letter along with copies of the following annexures:

- Annexure 1 (Compensation and Benefits)
- Annexure 3 (Declaration)
- Annexure 4 (Terms of Employment), with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with the mandatory documents listed in Annexure 2. After receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this Offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

**Important to note:** You are required to carry **two** hard copies of this Offer and Terms of Employment on the date of joining. One signed copy will be retained by the Company and the other will be returned to you.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique Candidate ID Number (i.e., 8-character alpha numeric number mentioned between your Full Name and Address at the top of this page):

### **Primary Point of Contact:**

- Jeena Cruz
- Email Address - [jeena@interlandtech.com](mailto:jeena@interlandtech.com)
- Mobile Number - +91 7907507702

Alternately, if your query remains unanswered, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name.

Abhedananda Das - [abheda@interlandtech.com](mailto:abheda@interlandtech.com)

Adarsh S – [adarshsivadas@interlandtech.com](mailto:adarshsivadas@interlandtech.com)

Yours Sincerely

ACKNOWLEDGED AND AGREED

Adarsh Sivadasan  
COO

Candidate Name: \_\_\_\_\_

Wednesday, January 11, 2023

Candidate's Signature \_\_\_\_\_

**ANNEXURE 1**

**COMPENSATION & BENEFITS**

Annual compensation structure as per the Company guidelines are:

<b>Date of Offer</b>	11-Jan-2023	<b>Date of Joining</b>	02-Aug-23
<b>Level</b>	12		
<b>Department</b>	Systems Development	<b>Designation</b>	Associate Software Development (Trainee)
<b>Components</b>		<b>Monthly Compensation</b>	<b>Annual Compensation</b>
<b>Salary</b>	<b>Basic</b>	8800	105600
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	<b>Conveyance Allowance</b>	2640	31680
	<b>Special Allowance</b>	1760	21120
	<b>Personal Pay</b>	3960	47520
<b>Total Compensation</b>		22000	264000

**\*Total Cash Compensation Elements**

Annual Fixed Compensation\*\*

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\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

Local Variable Bonus (LVB)

The LVB is an element of Total cash compensation which is linked to your most recent performance rating and performance of the development Centers in India. In addition to these two components, your LVB is also linked to your Individual Utilization. At your career level, your LVB earning potential as part of the LVB program can range from **0%** to **11.2%** of your annual fixed compensation. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in the Development Centers in India during the year. More details on the Variable Bonus program will be communicated to you separately. The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Local Variable Bonus program guidelines.

**ANNEXURE 1 (continued)**

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for the medical insurance, which will be governed by Company policy:**

**Relocation Assistance:** In case you are relocating from your Interland office to any other Interland office, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 50,000/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

Should you require accommodation assistance during relocation please reach out to your on boarding team mentioned above 8 days prior to the relocation.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. You will also be provided with transit accommodation for the first 7 days of your stay at your joining location. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible. For further details on the relocation assistance, please contact your Onboarding Coordinator.

**On Site Assignment:** During the overseas assignments, you are eligible for the economy class ticket and the double room Hotel / Apartment accommodation. You are entitled to receive food and transportation allowance up to maximum limit of 40\$ per day during your stay in overseas.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance program guidelines.

## **ANNEXURE 2**

### **On boarding details**

#### **REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card and Aadhar card copy (mandatory to be submitted on day 1)
- Signed hard copy of the Training Bond in 200INR stamp Paper (mandatory to be submitted on day 1)
- Signed hard copy of the offer letter (mandatory to be submitted on day 1)
- Signed hard copy of the Terms of Employment (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy, if available (if not please apply immediately)

**ANNEXURE 3**

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

ACKNOWLEDGED AND AGREED:

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

**Candidate Name :** \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_



## Final Selection-B.Tech Students-SCMS School of Engineering and Technology

1 message

Pavni Jain &lt;pavni.jain@ioagpl.com&gt;

Mon, Feb 27, 2

To: SSET &lt;sset@scmsgroup.org&gt;

Cc: Jayanand B &lt;jayanand@scmsgroup.org&gt;, Anirban Kapat &lt;anirban.kapat@ioagpl.com&gt;, Yogesh Sharma &lt;yogesh.sharma@ioagpl.com&gt;

Dear Sir,

We are happy to announce that the below mentioned students are selected for the post of GET in our organization:

Candidate Name	Campus Name	Qualification	Specialization / Discipline
JITHIN RAJ K	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering
Sanjay E	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering

We will issue the students offer letter shortly.

Please advise the selected students to share the application biodata form & BGV Form with all the documents mentioned in the form. **Please advise students to share above details in one zip file only.**Share the zip file/folder to Mr. Yogesh Sharma at [Yogesh.Sharma@ioagpl.com](mailto:Yogesh.Sharma@ioagpl.com).

This is for information &amp; needful please.

Thanks &amp; Regards,

Pavni Jain

From: Pavni Jain

Sent: Wednesday, February 15, 2023 12:37 PM

To: SSET &lt;sset@scmsgroup.org&gt;

Cc: Jayanand B &lt;jayanand@scmsgroup.org&gt;; Anirban Kapat &lt;anirban.kapat@ioagpl.com&gt;

Subject: 2nd Round -Team Meeting Interview Details-B.Tech Students-SCMS School of Engineering and Technology

Dear Sir,

Please find below the 2<sup>nd</sup> Round interview schedule for B.Tech students for tomorrow i.e **16.02.2023** of below mentioned shortlisted candidate as per below mentioned interview time slot:

Candidate Name	Campus Name	Qualification	Specialization / Discipline	Interview T
Sanjay E	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering	1:30-2:0
Abhishek Damodhar	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering	
Akhil P Saji	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering	
Harikrishnan TP	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering	
JITHIN RAJ K	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering	
AVINASH T G	SCMS School of Engineering and Technology	B. Tech	Mechanical Engineering	

**NOTE:**1) Please share resume of above candidates with photo attached so that we can make sure the shortlisted candidate should not attend the interview

2)If any students have any offer already in hand please advise shortlisted student to not appear in this interview

**Please inform above shortlisted students to join the below link as per the schedule 10 minutes prior to the schedule time of the interview.**

## Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 463 608 772 315

Passcode: KQyGgK

Incase of any queries may call the undersigned .This is for your information &amp; needful please.

**Thanks and Regards**

Pavni Jain

Human Resources

| Deputy Manager HR &amp;Admin | IndianOil-Adani Gas Pvt Ltd |

| Mob 9899731123 | [www.ioagpl.com](http://www.ioagpl.com) |

| IOAGPL, Windsor IT Park,Tower-B 1st Floor, Sector 125 Noida |

**From:** Pavni Jain**Sent:** Friday, January 20, 2023 2:49 PM**To:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>**Cc:** Jayanand B <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>; Anirban Kapat <[anirban.kapat@ioagpl.com](mailto:anirban.kapat@ioagpl.com)>; Deepankar Namdeo <[deepankar.namdeo@ioagpl.com](mailto:deepankar.namdeo@ioagpl.com)>**Subject:** 1st Round -Team Meeting Interview Details-B.Tech Students-SCMS School of Engineering and Technology

Dear Sir,

Please find below the interview schedule for 7 students from **23.01.2023** scheduled from **3:00 PM- 6:30 PM** of below mentioned shortlisted candidate:

First Name	Last Name	Email Address
Harikrishnan	TP	<a href="mailto:harikane1983@gmail.com">harikane1983@gmail.com</a>
AVINASH	T G	<a href="mailto:avinashtg88@gmail.com">avinashtg88@gmail.com</a>
Akhil P	Saji	<a href="mailto:akhilpsaji2001@gmail.com">akhilpsaji2001@gmail.com</a>
JITHIN RAJ	K	<a href="mailto:jithinraj51@gmail.com">jithinraj51@gmail.com</a>
Sanjay	E	<a href="mailto:sanjayeguptha2000@gmail.com">sanjayeguptha2000@gmail.com</a>
Abhishek	Damodhar	<a href="mailto:abishekdamodar@gmail.com">abishekdamodar@gmail.com</a>
Sashank	P	<a href="mailto:pichikasashank@gmail.com">pichikasashank@gmail.com</a>

Please inform above shortlisted students to join the below link as per the schedule one by one for the interview as per the time &amp; date above.

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**[Click here to join the meeting](#)

Meeting ID: 428 190 491 356

Passcode: 9QSakb

Mr. Deepankar Namdeo- +91 7000232034 will be HR Coordinator for the same & from your side **Mr. Jayanand** name given to him for smooth coordination.

This is for your information &amp; needful please.

**Thanks & Regards,**

Pavni Jain

**From:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>**Sent:** Tuesday, January 17, 2023 12:58 PM**To:** Pavni Jain <[pavni.jain@ioagpl.com](mailto:pavni.jain@ioagpl.com)>**Cc:** Jayanand B <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>**Subject:** Re: Aptitude Test Shortlist Details-B.Tech Students-SCMS School of Engineering and Technology

Dear Madam,

PFA

Thanks and Regards



Prof. Jayanand B

Placements

(SSET)

On Tue, Jan 17, 2023 at 12:46 PM Pavni Jain &lt;pavni.jain@ioagpl.com&gt; wrote:

Please share excel file along with resumes in pdf format of shortlisted students.

**From:** Jayanand B <jayanand@scmsgroup.org>  
**Sent:** Tuesday, January 17, 2023 11:32 AM  
**To:** SSET <sset@scmsgroup.org>  
**Cc:** Pavni Jain <pavni.jain@ioagpl.com>; Anirban Kapat <anirban.kapat@ioagpl.com>  
**Subject:** Re: Aptitude Test Shortlist Details-B.Tech Students-SCMS School of Engineering and Technology

Dear Sir/Madam,

Please find the attached details of the shortlisted students from our institution for this GET recruitment drive. Since our students are in their final year course, they would be able to join any Post Graduation course only in the month of July 2023. Since it is not possible to send the data sheet without post graduation data, we have put M Tech as PG course, even though they have not joined for any PG course.

Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

On Tue, Jan 17, 2023 at 11:11 AM SSET &lt;sset@scmsgroup.org&gt; wrote:

Dear Sir,  
PFA  
Placements  
SSET

On Mon, Jan 16, 2023 at 3:51 PM Pavni Jain &lt;pavni.jain@ioagpl.com&gt; wrote:

Dear Sir,

Please find enclosed the list for shortlisted students:

First Name	Last Name	Email Address
Harikrishnan	TP	<a href="mailto:harikane1983@gmail.com">harikane1983@gmail.com</a>
AVINASH	T G	<a href="mailto:avinash88@gmail.com">avinash88@gmail.com</a>
Akhil P	Saji	<a href="mailto:akhilpsaji2001@gmail.com">akhilpsaji2001@gmail.com</a>
JITHIN RAJ	K	<a href="mailto:jithinraj51@gmail.com">jithinraj51@gmail.com</a>
Sanjay	E	<a href="mailto:sanjayeguptha2000@gmail.com">sanjayeguptha2000@gmail.com</a>
Abhishek	Damodhar	<a href="mailto:abishkedamodar@gmail.com">abishkedamodar@gmail.com</a>
Sashank	P	<a href="mailto:pichikasashank@gmail.com">pichikasashank@gmail.com</a>

Please fill in details of shortlisted students in above Sample\_file.xlsx as per the below instructions &amp; share the same with resumes in pdf latest by tomorrow i.e

**INSTRUCTIONS:**

- 1)The Graduation & Post Graduation Degree should be selected only from Drop Down menu & not written manually
- 2)The DOB should be in above mentioned format only i.e DD-MM-YY
- 3)Incase of no experience please mention NA as shown above
- 4)Resumes to be shared in pdf only

We will let you know the interview details shortly post receiving the above mentioned details.

#### Thanks and Regards

Pavni Jain

#### Human Resources

| Deputy Manager HR &Admin | IndianOil-Adani Gas Pvt Ltd |

| Mob 9899731123 | [www.ioagpl.com](http://www.ioagpl.com) |

| IOAGPL, Windsor IT Park,Tower-B 1st Floor, Sector 125 Noida |



**From:** Pavni Jain  
**Sent:** Wednesday, January 4, 2023 10:57 AM  
**To:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>  
**Cc:** Anirban Kapat <[anirban.kapat@ioagpl.com](mailto:anirban.kapat@ioagpl.com)>; Jayanand B <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>  
**Subject:** Aptitude Test Schedule & Shortlist-B.Tech Students-SCMS School of Engineering and Technology

Dear Sir,

The list of eligible students for aptitude test are as below:

#### For B.Tech. Mechanical /Electrical & Electronics:

Name	Branch	Course
Mohammed fahim	Mechanical Engineering	B. Tech
Sashank P	Mechanical Engineering	B. Tech
VISHNU ANILKUMAR K	Mechanical Engineering	B. Tech
Nawjyoth Madhav	Mechanical Engineering	B. Tech
Athul M	Mechanical Engineering	B. Tech
Akhil P Saji	Mechanical Engineering	B. Tech
ALTHAF K A	Mechanical Engineering	B. Tech
Harikrishnan TP	Mechanical Engineering	B. Tech
JITHIN RAJ K	Mechanical Engineering	B. Tech
Abhishek Damodhar	Mechanical Engineering	B. Tech
Salman P Y	Electrical and Electronics Engineering	B. Tech
Aswin Jagadeesan	Mechanical Engineering	B. Tech
Sanjay E	Mechanical Engineering	B. Tech
Aswin Surendran	Mechanical Engineering	B. Tech
Yadu r varma	Mechanical Engineering	B. Tech
Padmakumar K S	Mechanical Engineering	B. Tech
AVINASH T G	Mechanical Engineering	B. Tech

Nihhas Muhammed K N	Mechanical Engineering	B. Tech
MOHAMMED ADIL V A	Electrical and Electronics Engineering	B. Tech

Please pass on the below instructions to the Engg. students for the Online Test scheduled for **7<sup>th</sup> January 2023**.

**Please read the following instructions carefully:**

1. The test links to be shared with the students at **09.50 AM** and the test window will be open from **10.00 AM to 11.30 AM**
2. There are 80 objective type questions in 3 Sections with a maximum time limit of 60 min.
3. There is no negative marking in the test.
4. No marks would be awarded if more than one choice/answer has been selected/given for any question.
5. Use of Mobile/Electronic Device/Calculator is not allowed during the exam.
6. Students should read the instructions at the start of the test and avoid navigating away from the browser page of the test.

Test Link for Engineering Students – <https://tests.mettl.com/authenticateKey/5836ctkgzk>

In case of any query or clarification may please contact me.

Placement Cell - Please organize and ensure that the students adhere to the rule (No. 5 & 6) during the exam.

- Ensure complete discipline while conducting the test.

**Thanks and Regards**

**Pavni Jain**

**Human Resources**

| Deputy Manager HR &Admin | IndianOil-Adani Gas Pvt Ltd |

| Mob 9899731123 | [www.ioagpl.com](http://www.ioagpl.com) |

| IOAGPL, Windsor IT Park,Tower-B 1st Floor, Sector 125 Noida |




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**From:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>  
**Sent:** Tuesday, December 20, 2022 2:18 PM  
**To:** Pavni Jain <[pavni.jain@ioagpl.com](mailto:pavni.jain@ioagpl.com)>  
**Cc:** Anirban Kapat <[anirban.kapat@ioagpl.com](mailto:anirban.kapat@ioagpl.com)>; Jayanand B <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>  
**Subject:** Reg:- Required Summary Sheet & Resumes of Interested-B.Tech Students-SCMS School of Engineering and Technology

Dear Sir,

Thank you for considering our batch 2019-2023 for the recruitment drive(GET position). Sharing the responses we received along with their updated resumes for your perusal.

Kindly keep us updated on the procedures.

Hope to hear from you at the earliest.

Thanks and Regards

Prof. Jayanand B

Placement in charge

SCMS School of Engineering and Technology(SSET)

**DISCLAIMER:** The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy copies of this message and any attachments. **WARNING:** Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. Thank you for your cooperation.

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Thanks and Regards,

Jayanand B,

Placement in Charge,

SCMS School of Engineering and Technology,

Ernakulam.

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**2 attachments**

**Application Bio-data Form.doc**  
155K



**Background verification form (BVF).doc**  
60K



Mr. Jithin Raj K  
SCMS School of Engineering and Technology,  
Vidya Nagar, Palissery, Palissery,  
Karukutty, Kerala 683576

Date: 01-Apr-2023

### Letter of Offer

Dear Mr. Jithin,

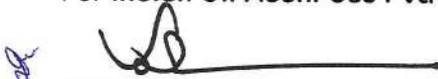
With reference to your interview with us, the management is pleased to offer you the position of **Graduate Engineer Trainee** in our organization on the following terms and conditions: -

Designation	Graduate Engineer Trainee
Department	Projects
Grade	O1
Particulars	Amount (per annum)
Basic	200000
HRA (40% of basic)	80000
Other Allowance	166160
Bonus/Exgratia (paid annually on prorata basis, before Diwali for the previous financial year)	21840
Provident Fund (12 % of basic -Co. Contribution)	24000
Gratuity (4% of basic) (Payable at the time-of-service severance subject to minimum 5 years of continuous service)	8000
Gross Remuneration	500000
Retention Pay* (subject to successful completion of 1 Year of training period)	50000
Total CTC (Per Annum)	550000
Training Period	1 Year
Location	Kannur-Kasaragod

- \* Retention Pay- Subject to successful completion of 1 year of training period. (Which is subject to revision/change, management discretion applied).
- \* The absorption is linked to individual performance evaluation during 1 year training period. It may be extended as per the final evaluation by review panelist & based on the management discretion.
- \* From the date of absorption your revised CTC will be Rs. 600000 LPA & Grade will be O2 (Senior Engineer).
- \* You will be covered under following as per company rules.
  - Floater Mediclaim Policy
  - Group Term Insurance Policy
  - Group Personal Accident Policy
- \* This offer is subject to positive background verification & candidate being medically fit. In case of any discrepancies, the offer letter will stand cancelled.
- \* You are requested to acknowledge the copy of this offer letter as a token of acceptance and the same may please be sent to us within 30 days. A detailed appointment letter will be issued to you within 30 days from your date of joining at IOAGPL.

Yours Sincerely,

For Indian Oil Adani Gas Pvt. Ltd

  
Authorized Signatory

Signature for Acceptance

IndianOil-Adani Gas Pvt. Ltd.

Corporate Office : 1<sup>st</sup> Floor, Tower-B, Windsor IT Park, A-1, Sector-125, Noida-201303 (U.P.)

Registered Office : Room No. G-04, Indian Oil Bhavan 1, Sri Aurobindo Marg, Yusuf Sarai, New Delhi- 110016

E-mail: info@ioagpl.com | Website: www.ioagpl.com | CIN NO.: U40300DL2013PTC258690





Mr. Sanjay E  
SCMS School of Engineering and Technology,  
Vidya Nagar, Palissery, Palissery,  
Karukutty, Kerala 683576

Date: 01-Apr-2023

### Letter of Offer

Dear Mr. Sanjay,


With reference to your interview with us, the management is pleased to offer you the position of **Graduate Engineer Trainee** in our organization on the following terms and conditions: -

Designation	Graduate Engineer Trainee
Department	Projects
Grade	O1
Particulars	Amount (per annum)
Basic	200000
HRA (40% of basic)	80000
Other Allowance	166160
Bonus/Exgratia (paid annually on prorata basis, before Diwali for the previous financial year)	21840
Provident Fund (12 % of basic -Co. Contribution)	24000
Gratuity (4% of basic) (Payable at the time-of-service severance subject to minimum 5 years of continuous service)	8000
Gross Remuneration	500000
Retention Pay* (subject to successful completion of 1 Year of training period)	50000
Total CTC (Per Annum)	550000
Training Period	1 Year
Location	Malappuram

- \* Retention Pay- Subject to successful completion of 1 year of training period. (Which is subject to revision/change, management discretion applied).
- \* The absorption is linked to individual performance evaluation during 1 year training period. It may be extended as per the final evaluation by review panelist & based on the management discretion.
- \* From the date of absorption your revised CTC will be Rs. 600000 LPA & Grade will be O2 (Senior Engineer).
- \* You will be covered under following as per company rules.
  - Floater Mediclaim Policy
  - Group Term Insurance Policy
  - Group Personal Accident Policy
- \* This offer is subject to positive background verification & candidate being medically fit. In case of any discrepancies, the offer letter will stand cancelled.
- \* You are requested to acknowledge the copy of this offer letter as a token of acceptance and the same may please be sent to us within 30 days. A detailed appointment letter will be issued to you within 30 days from your date of joining at IOAGPL.

Yours Sincerely,

For Indian Oil Adani Gas Pvt. Ltd

  
Authorized Signatory

Signature for Acceptance

IndianOil-Adani Gas Pvt. Ltd.

Corporate Office : 1<sup>st</sup> Floor, Tower-B, Windsor IT Park, A-1, Sector-125, Noida-201303 (U.P.)

Registered Office : Room No. G-04, Indian Oil Bhavan 1, Sri Aurobindo Marg, Yusuf Sarai, New Delhi- 110016

E-mail: info@ioagpl.com | Website: www.ioagpl.com | CIN NO.: U40300DL2013PTC258690





sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Selected Candidates List - 20-12-2022 (Back Log To Be Notified) Jobin & Jismi IT Services LLP, Chalakudy

1 message

**Jayanand B** <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>, juniaskennedy@scmsgroup.org

Wed, Dec 21, 2022 at 9:03 AM

Madam,

Please get the details of backlogs if any of those selected from SCMS in order to convey the same by 10.30 to them.

Regards,

Jayanand B

----- Forwarded message -----

From: **Vinesh George** <vinesh.george@jobinandjismi.com>

Date: Tue, Dec 20, 2022 at 10:20 PM

Subject: Selected Candidates List - 20-12-2022 (Back Log To Be Notified) Jobin &amp; Jismi IT Services LLP, Chalakudy

To: P&T, Jyothi Engg College <pat@jecc.ac.in>, Placement Cell FISAT <placements@fisat.ac.in>, Jayanand B <jayanand@scmsgroup.org>, HR Sahrdaya <hr@sahrdaya.ac.in>, shijomjose71@gmail.com <shijomjose71@gmail.com>

Dear Sir

As discussed, please find attached the List of the candidates selected from the Management Round:

<b>CANDIDATES SELECTED FROM MANAGEMENT ROUND</b>			
<b>Sr. No.</b>	<b>Name</b>	<b>College</b>	<b>Branch / Stream</b>
1	Akhilesh T.R.	Ahalia Scool of Engg., Palakkad	B.Tech (CSE)
2	Devaraj R.	Ahalia Scool of Engg., Palakkad	B.Tech (CSE)
3	Adithya Das S.B.	Christ College of Engg.	B.Tech (Mech)
4	Alfred Cherian	Christ College of Engg.	B.Tech (Mech)
5	Anjana K. Ajith	Christ College of Engg.	B.Tech (EEE)
6	Rahul Rajeev	Christ College of Engg.	B.Tech (EC)
7	Rose Mary Sabu	Christ College of Engg.	B.Tech (EC)
8	Shilpa Philip	Christ College of Engg.	B.Tech (CS)
9	Sanjay Kumar	Christ College of Engg.	B.Tech (Mech)
10	Vignesh K.	Christ College of Engg.	B.Tech (Mech)
11	Arun Joseph	Christ College of Engg.	B.Tech (CS)
12	Ashik Jose	Christ College of Engg.	B.Tech (EC)
13	Jerome A. Shaju	Christ College of Engg.	B.Tech (EEE)
14	Lighty C.G.	Christ College of Engg.	B.Tech (Civil)
15	Christo Jistine	Christ College of Engineering	B.Tech (Mech)
16	Nifi C. Joy	FISAT, Angamaly	M.Tech (CS)
17	Ancy Jose	GEC, Palakkad	B.Tech (IT)
18	Shaju K.	JCET, Palakkad	B.Tech (CSE)
19	Jishnu M.	JCET, Palakkad	B.Tech (CSE)

20	Alen Paul	Jyothi Engg. College, Cheruthuruthy	B.Tech (ECE)
21	Ann Marie Rajan	Jyothi Engg. College, Cheruthuruthy	B.Tech (ECE)
22	Merina Ann Martin	Jyothi Engg. College, Cheruthuruthy	B.Tech (Civil)
23	Aiswarya K.	Jyothi Engg. College, Cheruthuruthy	B.Tech (CSE)
24	Nimisha Anna Binoy	Jyothi Engg. College, Cheruthuruthy	B.Tech (CSE)
25	Rohit Raj P.	Jyothi Engg. College, Cheruthuruthy	B.Tech (CSE)
26	Samyuktha V.K.	Jyothi Engg. College, Cheruthuruthy	B.Tech (ECE)
27	Sona Rajan	Jyothi Engg. College, Cheruthuruthy	B.Tech (CSE)
28	Vishnudas P.S.	Jyothi Engg. College, Cheruthuruthy	B.Tech (CSE)
29	Alex Mathai	Jyothi Engg. College, Cheruthuruthy	B.Tech (CS)
30	Gayathry N.P.	Jyothi Engg. College, Cheruthuruthy	B.Tech (Civil)
31	Abdurouf A	Jyothi Engg. College, Cheruthuruthy	B.Tech (CS)
32	Lynn Lawrence	MET School of Engineering, Mala	M.Tech (Cyber Security)
33	Vishnu N.	NCERC, Thrissur	B.Tech (CSE)
34	Jyotishree Sajan	NCERC, Thrissur	B.Tech (Mechatronics)
35	Alan Thomas	Sahrdaya College of Engg. & Tech.	B.Tech (CS)
36	Alan K. Jeejo	Sahrdaya College of Engg. & Tech.	B.Tech (CS)
37	Aleen John	Sahrdaya College of Engg. & Tech.	B.Tech (CS)
38	Angela Sabu	Sahrdaya College of Engg. & Tech.	B.Tech (EC)
39	Annu Henlin M.P.	Sahrdaya College of Engg. & Tech.	Bio-Technology
40	Mohamed Fahl Kurikkal M.P.	Sahrdaya College of Engg. & Tech.	B.Tech (CS)
41	Sreema M.	Sahrdaya College of Engg. & Tech.	Bio-Technology
42	Suni Jose	Sahrdaya College of Engg. & Tech.	M.Tech (CS)
43	Theres Davies	Sahrdaya College of Engg. & Tech.	M.Tech (CS)
44	Jasmine Titus	Sahrdaya College of Engg. & Tech.	Bio-Technology
45	Fenn John Augustine	Sahrdaya College of Engg. & Tech.	B.Tech (EEE)
46	Anaswara Sreelakshmi	SCMS, Karukutty	IMCA
47	Merlin Joseph	SCMS, Karukutty	B.Tech (Civil)
48	Aalap Ragesh	Vimal Jyoti Coll. Of Engg.	B.Tech (CSE)
49	Abhincy Thomas	Vimal Jyoti Coll. Of Engg.	B.Tech (CSE)
50	Nathasha K.V.	Vimal Jyoti Coll. Of Engg.	B.Tech (CSE)
51	Diya P.	Vimal Jyoti Coll. Of Engg.	B.Tech (CSE)
52	Diya S.	Vimal Jyoti Coll. Of Engg.	B.Tech (CSE)
53	Jeena George	Vimal Jyoti Coll. Of Engg.	B.Tech (CSE)

Please do note that there are candidates with backlogs in the above appended list. Request you to kindly notify how much backlogs if any are there for any candidates by 11.00 AM tomorrow. Specifically how many backlogs there are need to be mentioned.

Thanks & Regards

**Vinesh George**

Sr. Manager - HR





**Jobin & Jismi**

**tel:** +91 9726160210

Kottat, Chalakudy P.O

**mail:** [vinesh.george@jobinandjismi.com](mailto:vinesh.george@jobinandjismi.com)

Thrissur, Kerala, India - 680307

**linkedin:** [jobinandjismi](https://www.linkedin.com/company/jobinandjismi)

[www.jobinandjismi.com](http://www.jobinandjismi.com)



--

Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

**REF:HR - 05-04-000227/24**

15 February 2023

### **Offer Letter**

To,

Delvin M Shinoy  
Maniyattu House, Kuruppampady,  
Rayamangalam, Ernakulam,  
Kerala - 683545

Dear Delvin,

Congratulations! We are pleased to inform you that you have been selected to work for Mitsogo Technologies Pvt Ltd at its Chennai Branch. We are delighted to make you the following job offer:

Designation:	Software Engineer- DevOps
CTC Per Annum:	<b>4,00,000/-</b> (Rupees Four Lakhs Only) + Benefits
Working Hours:	Rotational Shift
Working Day:	Monday – Friday
Type of Employment:	Permanent



Mitsogo Technologies Pvt Ltd has the complete right to change the above-mentioned Employment terms and conditions at any point of time during your employment tenure with the company based on business needs. There will be a probationary period of 6 Months during which your performance and suitability for the employment will be evaluated.

You will be provided training at Mitsogo pursuant to the Training Agreement that will be shared with you. The notice period for both you and Mitsogo Technologies Pvt Ltd is 02 Months (60 Days). The detailed appointment letter will be provided at the time of joining.

We are confident that you will be able to make a significant contribution to the success of Mitsogo Technologies Pvt Ltd. We are looking forward to working with you.

Yours sincerely,

Velayuthem K

Recruitment Lead

HR and Recruitment

Mitsogo Technologies Pvt. Ltd.

0484 – 2974545

**Mitsogo Technologies Private**  
CIN: U72200KL2013PTC034505  
www.mitsogo.com, info@mitsogo.com  
+91-484-2974545

**Registered Office:**  
Wing 2, 5th floor, Jyothirmaya IT Building  
Infopark Kochi- Phase II, Brahmapuram P.O  
Kerala 682303

## Annexure

Name : Delvin M Shinoy  
Designation : Software Engineer- DevOps  
CTC : 4,00,000/- + Benefits

### Salary Break Up:

Compensation Package		
Salary Components	Annual	Monthly
Basic	160,000	13,333
HRA	80,000	6,667
Conveyance Allowance	19,200	1,600
Medical Allowance	15,000	1,250
Other Allowance	104,200	8,683
<b>Gross Pay</b>	<b>378,400</b>	<b>31,533</b>
EPF	21,600	1,800
<b>CTC</b>	<b>400,000</b>	<b>33,333</b>

Note:

1. You will be covered under the Employee Provident Fund Scheme from the date of joining. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and equal amount will be deducted from your salary as your contribution towards the fund.
2. TDS will be deducted as per Income Tax Rules, if applicable.
3. Professional Tax will be deducted as per the act.



SSET Placement &lt;sset.placement@scmsgroup.org&gt;

## Invitation for Pre-Placement Talk by Inmovidu Technologies

2 messages

HR Team &lt;hr.team@inmovidutech.com&gt;

Fri, Jun 30, 2023 at 5:29 PM

Cc: sset.placement@scmsgroup.org, tpcem2016@gmail.com, placement@nssce.ac.in, placement@rit.ac.in, placement@ckmb.ac.in, placement@sngce.ac.in, josevmathew@aisat.ac.in, placementcell@aisat.ac.in, placement@cev.ac.in

Please find the details for the meeting invitation for **Pre- Placement Talk scheduled, on 1st July March 2023 , from 11 AM to 12 Noon.**

### Details

- Job Role: Business Development Intern
- Job Location: Bangalore
- Internship Period: 06 months
- Stipend: INR 15,000 Fixed + INR 15,000 Variable
- PPO of INR 7 Lac shall be offered to students who successfully complete their Internship (INR3 Lac fixed + INR 4Lac variable)

Event	Date/Time	Meeting Medium
Pre-placement Talk	1st July 2023, 11AM - 12 PM	Zoom Meeting Link
Group Discussion	1st July 2023, 1 PM to 2.30 PM	Google Hangout
Personal Interview	1st July 2023, 6 PM onwards	Google Hangout

**Please join five minutes before the meeting time.**

\*\*\*\*\*

Topic: Pre-Placement Talk <> Movidu Technology

Time: Jul 1, 2023 11:00 AM

Join Zoom Meeting

<https://us06web.zoom.us/j/85420336904?pwd=SHdWY21rd3BLM203K0V3RGRJcW1NUT09>

Meeting ID: 854 2033 6904

Passcode: 731586

\*\*\*\*\*

Thanks and Regards

Seema Reshmi

HR Associate

+91-8235066835

Movidu Technology

=====

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**Placement Nss College of Engineering** <placement@nssce.ac.in>

Fri, Jun 30, 2023 at 6:09 PM

To: HR Team <hr.team@inmovidutech.com>

Cc: sset.placement@scmsgroup.org, tpccem2016@gmail.com, placement@rit.ac.in, placement@ckmb.ac.in, placement@sngce.ac.in, josevmathew@aisat.ac.in, placementcell@aisat.ac.in, placement@cev.ac.in

Well noted Sir

I will convey the details to students

*With Warm Regards*

*Dr. Sujith S (Professor, EEE Department)  
Chief Coordinator  
Placement Training and Information Bureau  
NSS College of Engineering  
Palakkad-678 008*

**Mobile:9495986645**

**Personal No. 9446464885**

[Quoted text hidden]



SSET Placement &lt;sset.placement@scmsgroup.org&gt;

---

## Selected Candidates in Movidu Technology- SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

2 messages

---

**HR Team** <hr.team@inmovidutech.com>  
To: sset.placement@scmsgroup.org

Tue, Jul 11, 2023 at 12:50 PM

Dear Sir/ Ma'am,

PFA for the list of selected candidates.

Thanks and Regards  
Priyanka Saha  
HR Team  
+91-8787593003  
Movidu Technology  
=====

### DISCLAIMER

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**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY.xlsx**

6K

---

**SSET Placement** <sset.placement@scmsgroup.org>  
To: HR Team <hr.team@inmovidutech.com>

Tue, Jul 11, 2023 at 1:12 PM

Dear Madam,

Thank you for the updates.

Best wishes  
Dr. Jenson Joseph  
Placements  
SSET

[Quoted text hidden]

<b>Email id</b>	<b>First Name Last Name</b>	<b>Phone No.</b>	<b>WhatsApp No</b>	<b>College Name.</b>	<b>Highest Year of</b>	<b>CGPA</b>	<b>Department</b>
aswinnandanam251@gmail.com	ASWIN N	9.497E+09	9496610301	SCMS SCHOOL	CB.Tech	2023	7.34 Computer Scier
amalnaharish@gmail.com	Amalna K Harish	7.511E+09	7511103189	SCMS school of eiB tech		2023	7.79 CSE



<b>Section</b>	<b>Are you willing to relocate to Bangalore?</b>
CS1	<b>Yes</b>
Computer science ai	<b>Yes</b>



sset last name &lt;sset@scmsgroup.org&gt;

**Fwd: Confirmation Mail || Selection of Candidates through Campus Drive || Mozilor Technologies**

1 message

Jayanand B <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Mon, Jan 16, 2023 at 12:58 PM

----- Forwarded message -----

From: **Aadil Habeeb Ali** <aadilhabeeb.con@mozilor.com>  
Date: Mon, Jan 16, 2023 at 12:54 PM  
Subject: Confirmation Mail || Selection of Candidates through Campus Drive || Mozilor Technologies  
To: <jayanand@scmsgroup.org>  
Cc: adhila Rasheed <adhila@mozilor.com>, Apoorva Satheesh R K <apoorva@mozilor.com>

Dear Sir/Madam,

Greetings of the day!

Further to the recruitment drive conducted on 06th Jan 2023 at Mozilor, InfoPark Cochin, we are pleased to inform you that one of the students from your institution have been selected for employment at Mozilor.

Sl. No	Candidate Name	Position
1	Novaneeth S S	Technical Support Engineer

The compensation and benefits details are as follows:  
We are offering a competitive CTC of 4,20,000 P. A to the selected candidates.

**Perks and Benefits:**

- Medical insurance coverage for employees and dependents (over and above the CTC)
- Employee loans and paid parental leaves
- Great tech and work essentials from the company
- Annual retreats at the best locations
- Opportunity to meet brilliant people and work with top teams
- Vibrant work culture
- Learning sessions for knowledge improvement

We take great care in providing a safe and secure working environment for our employees.  
We are confident that the students will be able to grow and develop within our organization and gain valuable experience.

We look forward to welcoming the students to our organization.

Thank you for your support and cooperation in conducting this placement drive.  
We look forward to continuing a successful relationship with your institution in the future.

Thanks & Regards  
**Aadil Habeeb Ali**  
Talent Acquisition Associate | Mozilor Technologies Pvt. Ltd.  
[aadilhabeeb.con@mozilor.com](mailto:aadilhabeeb.con@mozilor.com) | [www.mozilor.com](http://www.mozilor.com)



--  
Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

**Novaneeth S S**

28/2303-B, Attaparambil House  
Ajantha road, Pandikudy  
Mattancherry , Kochi  
Pin : 682002

**Dear Novaneeth,**

This has reference to your interest in taking up a full time position with Mozilor Technologies, “**Mozilor**”. We are pleased to welcome you to Team Mozilor in Calicut as **Technical Support Engineer** effective from **01/08/2023** as per below mentioned terms.

**1. Position**

- 1.1.** You will be employed with the Mozilor Team in the position of **Technical Support Engineer**. In addition to your usual duties, you will also perform, observe and conform to such directions and instructions assigned or communicated to you by the Company. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, the Company may from time to time change your duties and responsibilities at its sole discretion.

**2. Location**

- 2.1.** You will be based at the Company’s office at Calicut.
- 2.2.** The Company reserves the right to transfer you at any time to any other location in India or abroad, and/or to a branch office, subsidiary, affiliate company, department or establishment of the Company, whether in existence on the date of this letter or established or acquired later, provided that the terms and conditions of your employment set forth herein are not adversely affected by such transfer. The Company further reserves the right, subject to applicable laws, to transfer your employment to any other company or legal entity, as part of any transfer of relevant business of the Company or as part of any restructuring or amalgamation or re-organization plan implemented by the Company or by which the Company is bound.

**3. Compensation and Benefits**

- 3.1.** You will undergo a 3 month training with a monthly payment of Rs.25000. Upon confirmation after successful training, your remuneration will be Rs.35000. Your gross compensation (after your successful training) shall be as set out in Annexure A annexed hereto and will be subject to all statutory deductions that the Company is required to make.
- 3.2.** The Company intends to provide all the applicable statutory benefits and such other benefits that the Company may from time to time decide to provide including (a) Employee Provident Fund, (b) Employee State Insurance (ESI), (c) Pension. It is however clarified that, except for statutory benefits, such other benefits and entitlements that may

be provided to you by the Company are provided to you on a voluntary basis by the Company in accordance with applicable Company policy and hence are liable to be withdrawn or changed from time to time.

- 3.3.** In respect of the non-statutory benefits provided to you, the Company may be required to incur costs and expenditure in lump sum on or about the time of your joining or during the course of your employment with the Company, such as payment of premium for personal accident insurance. Where such costs and expenditure are incurred by the Company and you voluntarily terminate your employment during the subsistence of the benefits, the Company shall be entitled to deduct the prorated portion of such costs and expenditure corresponding to the remaining term of the benefits from the final amounts that may be due and payable to you by the Company. The acceptance of this offer constitutes your express written authorization to the Company to deduct these amounts from your final paycheck to the extent permitted by applicable law. If the final amounts due to you by the Company are not sufficient for payment of such prorated portion of the costs and expenditure, you will repay the balance of such prorated portion of the costs and expenditure corresponding to the remaining term of the benefits to the Company within 30 days of such termination.
- 3.4.** You will be reimbursed for out-of-pocket expenses directly incurred in connection with the performance of your duties and responsibilities on behalf of the Company, as per Company's Reimbursement Policy.

**4. Leave**

- 4.1.** You will be entitled for paid leave as per company's Leave Policy.

**5. Notice Period**

- 5.1.** Your appointment is effective from the date of joining duty at the location specified above. You will be on probation for a period of 3 months from the date of joining duty, which may be extended by the Company in its sole discretion for such further period/periods as it may deem fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your services. You will be deemed to be on probation until you receive an update of confirmation from the Company and to that extent your probation would be deemed to be extended by the Company.
- 5.2.** During the probation period, either party may terminate the employment with the Company by giving 15 Days' notice in writing (or paying equivalent basic salary in lieu thereof) and without assigning any reasons therefore; provided that if the notice of termination is served by you, the Company may at its option relieve you from the date as the Company may deem fit even before expiration of the notice period without incurring any obligations to pay any amounts for the unexpired notice period.
- 5.3.** Pursuant to resignation from the services of the Company, you will have to serve a Notice Period of 60 days from the date of resignation. This clause shall not be applicable if you are terminated from the services of the Company. For termination of employment, please refer to clause 6.

## 6. Termination of Employment

- 6.1. Upon confirmation of your services, either party may terminate employment with the Company at any time by giving notice period of a decided timeline at the time of confirmation in writing (or by paying equivalent Basic Salary in lieu thereof) and without assigning any reasons therefor. Notwithstanding the foregoing, if you (i) engage in misconduct related to the Company or your employment, including but not limited to any breach of the terms of this offer letter or (ii) are convicted for any criminal offense during the tenure of your service with the Company by a court of law, the Company may terminate your employment immediately, without any prior notice and without payment of any additional amounts. The termination will not affect the rights and remedies that the Company may have under any laws, rules and regulations for the time being in force.
- 6.2. The Company reserves the right to pay or recover the relevant amounts from you in lieu of notice. In the event you serve notice of termination, the Company may at its option, relieve you from the date as the Company may deem fit even before expiration of the notice period without incurring any obligations to pay any amounts for the unexpired notice period.
- 6.3. In the event you serve notice of termination and you are in the middle of an assignment, the Company may require you to complete all operative parts of the assignment, as determined by the Company, before agreeing to relieve you from the services, even if such completion extends beyond the notice period. In such a case, the Company will pay you the salary on the existing terms and conditions up to the date of relieving you from the Company.
- 6.4. You must maintain in confidence and will not disclose or use, either during or after the term of your employment, any proprietary or confidential information or know-how belonging to the Company (referred to herein as "Proprietary Information"), whether or not in written form, except to the extent required to perform your duties on behalf of the Company. Proprietary Information includes any information, not generally known in the relevant trade or industry, which was obtained by you from the Company, or which was learned, discovered, developed, conceived, originated or prepared by you within the scope of your employment with the Company. Such Proprietary Information includes, but is not limited to, technical and business information relating to the Company's inventions or products, research and development, production processes, machines and equipment, finances, agreements, customers, clients, marketing, as well as production, marketing and future business plans, and any other information which is identified as confidential by the Company or is considered confidential from its nature. Upon termination of your employment or at the request of the Company before termination, you will deliver to the Company all written and tangible material in your possession incorporating the Proprietary Information or otherwise relating to the Company's business.
- 6.5. **Third-Party Proprietary Information.** You recognize that the Company has received and will receive confidential or proprietary information from third parties, subject to an obligation on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. Your obligations with respect to the Company's Proprietary Information shall also extend to confidential and/or proprietary information

belonging to clients, customers and suppliers of the Company who may have disclosed such information to you as the result of your status as an employee of the Company. You will not use, reproduce, distribute, discuss, disseminate, or disclose such third-party information for the benefit of or to anyone other than the Company (or Company's other employees or representatives who need to know such information) or such third party, or in any manner inconsistent with the Company's agreement with such third party either during the term of your employment with the Company, or at any time thereafter.

- 6.6.** Upon termination, you will immediately return to the Company any and all documents, manuals, data, records, confidential information, intellectual property, material, equipment and other property belonging to the Company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the Company, without making any copies thereof and/or extracts there from. You will also deliver to the Company immediately all notes, analysis, summaries and working papers relating thereto. The Company will settle your dues, if any, and issue a relieving letter to you only upon your compliance with the terms of this Clause 6.6.

## **7. Obligations of Employee**

- 7.1.** You will abide by all Company's rules, regulations, policies and procedures framed by the Company from time to time and applicable to your position, which rules, regulations, policies and procedures shall be deemed to be a part of this offer letter as if they are specifically incorporated in this offer letter, Such rules, regulations may include without limitation matters of attendance, conduct, behavior, discipline, working hours, leave, holidays and other applicable benefits. You will take steps to be aware of the Company's rules, regulations, policies and procedures and ignorance of any of them shall not excuse any contravention of the terms of this offer letter.
- 7.2.** During the period of your employment with the Company, you will exclusively serve the company.
- 7.3.** You will not engage or become interested, directly or indirectly, without prior written consent of the Company in that behalf, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Company and/or your duties and obligations hereunder; and Shall perform your duties and responsibilities with diligence and devotion and shall direct your best efforts to promote the interests of the Company and its operations and all the activities to the extent permitted by law.
- 7.4.** During the term of your employment with the Company and thereafter, you shall not (a) solicit for a competitor of the Company or attempt to gain the business of the Company for a competitor of the Company, or for yourself or any other purpose or reason, any customer of the Company that you solicited or served or about which you learned confidential information during your employment with the Company, or (b) solicit or encourage, or cause others to solicit or encourage, any employees or consultants, or collaborators of the Company to terminate their employment or engagement with the Company.
- 7.5.** This employment is offered to you upon the understanding and is conditional upon (i) the

credentials; testimonials and particulars submitted by you with or in your application for employment being true, correct and accurate, and (ii) satisfactory verification of your background by the Company in a manner as it deem fits. If at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed or the result of the background investigation and verification of documents/information is not satisfactory in the sole opinion of the Company, then notwithstanding your acceptance of this offer letter, this offer will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice and without payment of any compensation, whatsoever. This termination will not affect the rights and remedies that the Company may have under any laws, rules and regulations for the time being in force.

**7.6. Works made for Hire.** You acknowledge and agree that the Company shall be the sole owner of all copyrights, trademarks, patents, patent rights, trade secret rights, and all other intellectual property or other rights that may be in connection with or which may have arisen during course of your employment and that which may be relevant to the subject matter of your employment by the Company. You further acknowledge and agree that any algorithms, designs, know-how, processes, techniques, computer and software programs, programming documentation, and other works of authorship, are “works made for hire” for purposes of the rights, title and interest that you may have with regard to such work. To the extent that your waiver is deemed unenforceable, you grant to the Company the exclusive, perpetual, irrevocable, worldwide and royalty-free right to use, market and modify the work created during the course of your employment without identifying or seeking your prior consent.

**7.7. Assignment of Rights.** You acknowledge and agree that all proprietary information and all copyrights, trademarks, patents, patent rights, trade secret rights, and other rights (including without limitation, intellectual property rights) (“IP Rights”) anywhere in the world in connection therewith arising from, or created, produced or developed by you, either jointly with others or alone at any time in the course of your employment and involvement with the Company, is and shall be the sole and exclusive property of the Company. You shall irrevocably and unconditionally assign to the Company, and waive in favor of the Company any and all rights, title and interest you may have or acquire in such proprietary information. It is clarified that this Clause would be deemed to include all IP Rights in relation to the business of the Company created by you prior to the date of this Offer Letter.

## **8. Miscellaneous**

**8.1.** This offer letter is governed by the laws of India. It is agreed that any disputes of whatsoever nature between you and the Company will be subject to the exclusive jurisdiction of the courts of Calicut, India whether they be civil courts, labour courts, industrial tribunals, or any other courts or authority or whatsoever nature

**8.2.** You will keep the Company informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the Company on your last known address will be deemed to have been duly served

notwithstanding the fact that you have changed your address.

- 8.3. Your offer and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo medical examination, as and when deemed necessary, by a medical officer appointed by the Company. Further, in case of continued ill health, the Company will have the right to terminate your employment by giving 7 Days' notice in writing (or by paying equivalent Basic Salary in lieu thereof). For purposes of this Offer letter, "continued ill health" will include any illness which persists for a continuous period of more than [30] days and in the opinion of the Company adversely affects due discharge of your duties under this offer letter
- 8.4. You shall retire from the services of the Company on the last day of the month of your [57th] birthday.
- 8.5. You may note that any and all taxes including those taxes which arise from any payments, benefits, etc. received by you from the Company in the course of employment will be borne by you and the Company assumes no responsibility for your personal tax affairs or your liability of such payments and benefits. The Company may deduct or withhold any amounts prior to effecting any payments to you in terms of this offer letter, in accordance with any provisions of applicable law, rules or regulations as may be in force from time to time, in accordance with applicable law.
- 8.6. If any provision of this offer letter is invalid or prohibited under the applicable law, such invalidity will not affect the validity of other provisions contained herein. Any invalid or prohibited provision shall be replaced by a provision which reflects the original intention of the Company to the extent permissible by the applicable laws.
- 8.7. The terms of this offer letter are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness and amount to misconduct.



### **ACKNOWLEDGEMENT**

If the terms and conditions of this Offer letter along with its attachments are acceptable to you, please confirm your acceptance to the Company within seven days from the date of this letter. Further, if the terms and conditions are acceptable, you shall join services of the Company no later than **01/08/2023**, failing which, notwithstanding your acceptance of this offer letter, the Company's offer to you and this offer letter shall be deemed to be withdrawn and be of no effect and consequences.

We look forward to your high level of contribution to “Mozilor”.

Yours sincerely,

**For Mozilor Technologies**

**Adhila Rasheed**  
**Manager - People Operations**

**I confirm that I have read, understood and accept the terms of this offer letter and its attachments.**

**ACCEPTED THE OFFER**

---

**Name & Signature of the Employee**

**Dated:** \_\_\_\_\_

**ANNEXURE - A**

**Remuneration for Novaneeth S S**

<b>Particulars</b>	<b>Monthly (INR)</b>	<b>Annual (INR)</b>
CTC	35,000	420,000



sset last name <sset@scmsgroup.org>

## Re: List of placed candidates - MyCaptain

SSET <sset@scmsgroup.org>

Fri, Feb 24, 2023 at 11:36 AM

To: aswin.surendran977@gmail.com, anilacs184@gmail.com, amalrajesh32@gmail.com, abythegreat2001@gmail.com

----- Forwarded message -----

From: **Jayanand B** <jayanand@scmsgroup.org>

Date: Wed, Feb 22, 2023 at 10:48 AM

Subject: Re: List of placed candidates - MyCaptain

To: Sreelakshmy A <sreelakshmy.a@mycaptain.in>

Cc: Nandha P <nandha.p@mycaptain.in>, Aathira Menon <aathira.m@mycaptain.in>, SSET <sset@scmsgroup.org>, <sset.placement@scmsgroup.org>

Dear Madam,

Greetings.

Thank you very much for giving our students the opportunity to serve your esteemed organization. I am sure that these students would be catalysts to bring your organization to new heights.

Best Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

On Tue, Feb 21, 2023 at 6:17 PM Sreelakshmy A <sreelakshmy.a@mycaptain.in> wrote:

### Greetings from MyCaptain!

We are delighted to inform you that **4** students of your institution have been placed with MyCaptain on the campus placements. We would like to congratulate all the students and placement cell who trained them to perform their best in the interviews.

The below attached includes the list of selected candidates :

Name
Aswin Surendran
Anila C S
Amal Rajesh
P S Aby Antony

We would like to extend our sincere gratitude to the entire placement team, HOD, and The Dean for the smooth and successful conduct of the placement process for the 2023 batch. We would like to continue the relationship with your Institution in the future.

**Kindly share with us a tentative date of joining in order to release the offer letter.**

If I can be of assistance, please do not hesitate to contact me !

--

**Kind Regards,**

**Sreelakshmy A**

**Senior Talent Acquisition Associate**

**Phone: +91 8861697716**

**Alternative Number : +91 8660843632**

**Email ID: sreelakshmy.a@mycaptain.in**

**Website: www.mycaptain.in**

**Connect : LinkedIn**

**Availability : Monday - Friday (10 AM - 7 PM)**



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**YOU ARE SAFE TO BE WHO YOU ARE AROUND  
ME AND I SUPPORT EQUAL RIGHTS**  
**mycaptain**



**India's most Loved Online Courses**

--  
Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.



SSET Placement &lt;sset.placement@scmsgroup.org&gt;

## List of placed candidates - MyCaptain

3 messages

**Aathira Menon** <aathira.m@mycaptain.in>

Tue, Apr 25, 2023 at 5:35 PM

To: sset.placement@scmsgroup.org

Cc: Sreelakshmy A <sreelakshmy.a@mycaptain.in>, Nandha P <nandha.p@mycaptain.in>

### Greetings from MyCaptain!

We are delighted to inform you that **2** students of your institution have been placed with MyCaptain on the campus placements. We would like to congratulate all the students and placement cells who trained them to perform their best in the interviews.

The below attached includes the list of selected candidates :

NAME	EMAIL
Saithya Thomas	<a href="mailto:saithya.thomas@gmail.com">saithya.thomas@gmail.com</a>
Syed Abrar	<a href="mailto:syedabrar50340@gmail.com">syedabrar50340@gmail.com</a>

We would like to extend our sincere gratitude to the entire placement team, HOD, and The Dean for the smooth and successful conduct of the placement process for the 2023 batch. We would like to continue the relationship with your Institution in the future.

**Kindly share with us a tentative joining date to release the offer letter.**

If I can be of assistance, please do not hesitate to contact me!

**Kind Regards,**

**Aathira Menon**

**Talent Acquisition Executive**

Phone: +91 9916983046

**Alternative Number: +91 8660843632**

**Email ID: Aathira.m@mycaptain.in**

**Website: www.mycaptain.in**

**Connect: LinkedIn**



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[Our Success Stories](#) | [MyCaptain](#)



**India's most Loved Online Courses**

---

**SSET Placement** <sset.placement@scmsgroup.org>

Tue, Apr 25, 2023 at 8:07 PM

To: Aathira Menon &lt;aathira.m@mycaptain.in&gt;

Cc: Sreelakshmy A &lt;sreelakshmy.a@mycaptain.in&gt;, Nandha P &lt;nandha.p@mycaptain.in&gt;

Dear Madam,

We at SCMS School of Engineering and Technology are extremely thankful to you and your team for having given our students a chance to be part of your esteemed organization.

We will certainly share the tentative joining dates after looking into their university schedule.

Looking forward to your support.

Regards

Dr. Sureshkumar V

Placements

SSET

[Quoted text hidden]

--

Thanks and Regards,

Dr.Sureshkumar V,

Placement in Charge,

SCMS School of Engineering and Technology,

Ernakulam.

---

**SSET Placement** <sset.placement@scmsgroup.org>

Tue, Apr 25, 2023 at 8:09 PM

To: saithya.thomas@gmail.com, syedabrar50340@gmail.com

Dear All,

congratulations.

Placements

SSET

[Quoted text hidden]

[Quoted text hidden]



SJR Prime Corporation, 2nd floor,  
South wing, Marathahalli Sarjapur Road,  
Bellandur, Bengaluru, Karnataka 560102

---

Dear Anila C S .,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

1. **Date of Joining:** 20-07-2023
2. **Designation:** Business Operations Executive.
3. **Location:** The Hub, 2nd Floor,SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
4. **Compensation Offered:** Fixed CTC - INR 3,45,000/- plus a variable CTC of INR 1,55,000/- which is uncapped as of date.
5. Please find the CTC Break up in the Annexure below.

#### **Probation**

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your **monthly CTC** will be INR 19,800 + incentives.
3. Your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself and your family.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, p

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lease revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,

**Anush Ramachandran**

Founders Office

**EMPLOYEE STATEMENT:**

<b>Name</b>	Anila C S .	
<b>Designation</b>	Business Operations Executive	
<b>Department</b>	Business Operations	
<b>Location</b>	Bangalore	
<b>A</b>	<b>Fixed Components</b>	<b>INR (Annually)</b>
	Basic	1,81,200
	HRA	72,000
	Medical Expenses	15,000
	Special Allowance	31,800
<b>B</b>	<b>Variable Component</b>	1,55,000
<b>C</b>	<b>Deductions**</b>	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	—
	Total Cost To Company	5,00,000
	Net Salary	3,00,000

\*Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.





SJR Prime Corporation, 2nd floor,  
South wing, Marathahalli Sarjapur Road,  
Bellandur, Bengaluru, Karnataka 560102

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Dear Aswin Surendran .,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

1. **Date of Joining:** 20-07-2023
2. **Designation:** Business Operations Executive.
3. **Location:** The Hub, 2nd Floor,SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
4. **Compensation Offered:** Fixed CTC - INR 3,45,000/- plus a variable CTC of INR 1,55,000/- which is uncapped as of date.
5. Please find the CTC Break up in the Annexure below.

#### **Probation**

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your **monthly CTC** will be INR 19,800 + incentives.
3. Your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself and your family.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, p

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lease revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,

**Anush Ramachandran**

Founders Office

**EMPLOYEE STATEMENT:**

<b>Name</b>	Aswin Surendran .	
<b>Designation</b>	Business Operations Executive	
<b>Department</b>	Business Operations	
<b>Location</b>	Bangalore	
<b>A</b>	<b>Fixed Components</b>	<b>INR (Annually)</b>
	Basic	1,81,200
	HRA	72,000
	Medical Expenses	15,000
	Special Allowance	31,800
<b>B</b>	<b>Variable Component</b>	1,55,000
<b>C</b>	<b>Deductions**</b>	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	—
	Total Cost To Company	5,00,000
	Net Salary	3,00,000

\*Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

Dear Amal Rajesh .,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

1. **Date of Joining:** 20-07-2023
2. **Designation:** Business Operations Executive.
3. **Location:** The Hub, 2nd Floor,SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
4. **Compensation Offered:** Fixed CTC - INR 3,45,000/- plus a variable CTC of INR 1,55,000/- which is uncapped as of date.
5. Please find the CTC Break up in the Annexure below.

#### **Probation**

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your **monthly CTC** will be INR 19,800 + incentives.
3. Your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself and your family.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, p

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lease revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,

**Anush Ramachandran**

Founders Office

**EMPLOYEE STATEMENT:**

<b>Name</b>	Amal Rajesh .	
<b>Designation</b>	Business Operations Executive	
<b>Department</b>	Business Operations	
<b>Location</b>	Bangalore	
<b>A</b>	<b>Fixed Components</b>	<b>INR (Annually)</b>
	Basic	1,81,200
	HRA	72,000
	Medical Expenses	15,000
	Special Allowance	31,800
<b>B</b>	<b>Variable Component</b>	1,55,000
<b>C</b>	<b>Deductions**</b>	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	—
	Total Cost To Company	5,00,000
	Net Salary	3,00,000

\*Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

Dear **Saithya Thomas**,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

1. **Date of Joining:** 3rd Aug 2023.
2. **Designation:** Business Operation Executive.
3. **Location:** SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
4. **Compensation Offered:** Fixed CTC - INR 3,45,600/- plus a variable CTC of INR 1,55,000/- which is uncapped as of date.
5. Please find the CTC Break up in the Annexure below.

#### **Probation**

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



Abhisht A. Pathak  
Founders Office

**EMPLOYEE STATEMENT:**

I accept the offer set forth by MyCaptain.

Name:

Signature:

Date:

<b>Name</b>	<b>Saithya Thomas</b>	
<b>Designation</b>	Business Operation Executive	
<b>Department</b>	Business Operations	
<b>Location</b>	Bangalore	
<b>A</b>	<b>Fixed Components</b>	<b>INR (Annually)</b>
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
<b>B</b>	<b>Variable Component</b>	<b>1,55,000</b>
<b>C</b>	<b>Deductions**</b>	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	—
	<b>Total Cost To Company</b>	<b>5,00,600</b>
	<b>Net Salary</b>	<b>3,00,000</b>

\*Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

\*\*Esi will be deducted as per government norms.



SJR Prime Corporation, 2nd floor,  
South wing, Marathahalli Sarjapur Road,  
Bellandur, Bengaluru, Karnataka 560102

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Dear P S Aby Antony ..

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

1. **Date of Joining:** 20-07-2023
2. **Designation:** Business Operations Executive.
3. **Location:** The Hub, 2nd Floor, SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
4. **Compensation Offered:** Fixed CTC - INR 3,45,000/- plus a variable CTC of INR 1,55,000/- which is uncapped as of date.
5. Please find the CTC Break up in the Annexure below.

#### **Probation**

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your **monthly CTC** will be INR 19,800 + incentives.
3. Your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself and your family.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, p

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lease revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,

**Anush Ramachandran**

Founders Office

**EMPLOYEE STATEMENT:**

<b>Name</b>	P S Aby Antony .	
<b>Designation</b>	Business Operations Executive	
<b>Department</b>	Business Operations	
<b>Location</b>	Bangalore	
<b>A</b>	<b>Fixed Components</b>	<b>INR (Annually)</b>
	Basic	1,81,200
	HRA	72,000
	Medical Expenses	15,000
	Special Allowance	31,800
<b>B</b>	<b>Variable Component</b>	1,55,000
<b>C</b>	<b>Deductions**</b>	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	—
	Total Cost To Company	5,00,000
	Net Salary	3,00,000

\*Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.



Dear **Syed Abrar**,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

1. **Date of Joining:** 3rd Aug 2023.
2. **Designation:** Business Operation Executive.
3. **Location:** SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
4. **Compensation Offered:** Fixed CTC - INR 3,45,600/- plus a variable CTC of INR 1,55,000/- which is uncapped as of date.
5. Please find the CTC Break up in the Annexure below.

#### Probation

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### Benefits

You are eligible for Annual Leave as per the company Leave Policy post your probation. You will also be eligible for Medical Insurance for yourself.

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

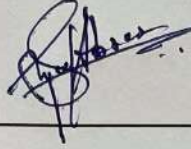
Sincerely,



Abhisht A. Pathak  
Founders Office

## EMPLOYEE STATEMENT:

I accept the offer set forth by MyCaptain.

Name: **SYED ABRAR**Signature: Date: **28-04-2023**

<b>Name</b>	<b>Syed Abrar</b>	
<b>Designation</b>	Business Operation Executive	
<b>Department</b>	Business Operations	
<b>Location</b>	Bangalore	
<b>A</b>	<b>Fixed Components</b>	<b>INR (Annually)</b>
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
<b>B</b>	<b>Variable Component</b>	<b>1,55,000</b>
<b>C</b>	<b>Deductions**</b>	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	—
	<b>Total Cost To Company</b>	<b>5,00,600</b>
	<b>Net Salary</b>	<b>3,00,000</b>

\*Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

\*\*Esi will be deducted as per government norms.



sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Shortlisted Candidates for Offer Release - Campus Hiring Naico ITS

1 message

Jayanand B <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Tue, Dec 6, 2022 at 1:28 PM

----- Forwarded message -----

From: **Bijulal R** <bijulal.r@naicoits.com>  
Date: Tue, Dec 6, 2022 at 12:54 PM  
Subject: Shortlisted Candidates for Offer Release - Campus Hiring Naico ITS  
To: Jayanand B <jayanand@scmsgroup.org>  
Cc: Shamna Libu <shamna.libu@naicoits.com>, HR - Naico <hr@naicoits.com>

Hi Jayanand,

Please note the below shortlisted candidates details after the final HR interview for offer release and we have already communicated the same to the candidates :

Sl No	Full Name	Highest Qualification	Specialization	CGPA	Contact Number	Email ID	College Name
1	Anila C S	B.Tech	CSE	8	6235404498	<a href="mailto:anilacs184@gmail.com">anilacs184@gmail.com</a>	SCMS School of Engineering and Technology, Karukutty
2	Anoop Francis	B.Tech	CSE	7.02	6282407722	<a href="mailto:anoopsunil05@gmail.com">anoopsunil05@gmail.com</a>	SCMS School of Engineering and Technology, Karukutty

Kindly let me know in case of any queries regarding the same.

Thanks and Regards,

### **Bijulal R**

Senior HR Executive  
Naico Information Technology Services Private Limited  
Office No. 0405B | 4th Floor | SCK 01| Smartcity | Kakkanad | Kochi-682042 |  
O: 0484 4060130 | C: +91 8089683263 |  
[| https://naicoits.com |](https://naicoits.com)

On Fri, Nov 18, 2022 at 5:50 PM Bijulal R <bijulal.r@naicoits.com> wrote:

Hi Jayanand,

Please see the attached details of the shortlisted candidates in the Aptitude & Logical Test ( Round 1 ) for the candidates attended from your campus.

Kindly plan the interview schedules as discussed and let me know in case of any queries.

### **Notes :**

- 1) Kindly inform the candidates to bring one copy of biodata & 1 Passport size photograph.
- 2) Mode of technical interview will be Face to Face at our office based at SmartCity, Kochi

Thanks and Regards,

### **Bijulal R**

Senior HR Executive  
Naico Information Technology Services Private Limited  
Office No. 0405B | 4th Floor | SCK 01| Smartcity | Kakkanad | Kochi-682042 |  
O: 0484 4060130 | C: +91 8089683263 |  
[| https://naicoits.com |](https://naicoits.com)

On Thu, Nov 10, 2022 at 8:42 PM Bijulal R <bijulal.r@naicoits.com> wrote:

Hi Jayanand,

As discussed, please validate the updated list of students for the Campus Drive.

Kindly requesting to share the Course Curriculum for B.Tech & MCA and their passout month & year as well. Also kindly inform the candidates to ensure the availability at **10:00 AM on 14th November'22** for the campus drive at **Muthoot Institute of Technology and Science, Puthenkurish, Varikoli, Kochi.**

Thanks and Regards,

### **Bijulal R**

Senior HR Executive  
Naico Information Technology Services Private Limited  
Office No. 0405B | 4th Floor | SCK 01| Smartcity | Kakkanad | Kochi-682042 |  
O: 0484 4060130 | C: +91 8089683263 |  
[| https://naicoits.com |](https://naicoits.com)

On Mon, Nov 7, 2022 at 11:19 AM Bijulal R <bijulal.r@naicoits.com> wrote:

Hi Jayanand,

As discussed, please validate the list of students for the Campus Drive.

Also requesting to inform the candidates to ensure the availability at 10:00 AM on 14th November'22 for the campus drive.

Thanks and Regards,

**Bijulal R**

Senior HR Executive

Naico Information Technology Services Private Limited

Office No. 0405B | 4th Floor | SCK 01| Smartcity | Kakkanad | Kochi-682042 |

O: 0484 4060130 | C: +91 8089683263 |

| <https://naicoits.com> |

On Fri, Nov 4, 2022 at 12:06 PM Bijulal R <[bjulal.r@naicoits.com](mailto:bjulal.r@naicoits.com)> wrote:

Hi Jayananad,

Based on our discussions, we are proceeding with the Campus Drive date as 14th November'22 at Muthoot Engineering College, Kolenchery.

Kindly confirm the same.

Thanks and Regards,

**Bijulal R**

Senior HR Executive

Naico Information Technology Services Private Limited

Office No. 0405B | 4th Floor | SCK 01| Smartcity | Kakkanad | Kochi-682042 |

O: 0484 4060130 | C: +91 8089683263 |

| <https://naicoits.com> |

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Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

## Offer Letter of Employment

To  
AFTHAB K NAUFAL

It is with great pleasure that I write this letter to offer you the post of Process Associates at NEBULACLOUD TECHNOLOGIES PVT LTD(NCT). The talent, confidence, and determination that we found in you during the interview process was unbelievable. We are sure that you will do a great job handling the duties of the post mentioned above. Joining date is 1/6/2023. Cochin/Chennai Regional is Your Reporting Office. (will confirm on before the Joining date by Management)

### Taking the role of an Process Associates,

Monitoring and analyzing company processes  
Keeping a track of any delays and obstacles in the production process  
Examining and suggesting production improvements and upgrades  
Suggesting cost-cutting measures Inspecting and maintaining production equipment  
Scheduling equipment servicing appointments  
Assessing and troubleshooting processing issues  
Coordinating with the Quality Inspector in streamlining any production flaws  
Ensuring that all the production processes meet the health, safety, and industry standards  
Creating and maintaining production process reports

### Working schedule

This is a full-time position requiring approximately 45 hours per week. Your regular weekly schedule will be [Monday to Friday 09:00-18:00]. Saturday & Sunday are Holiday

### Salary

The Company will pay you a starting salary at the rate of 3.00 Lakhs per year, payable in accordance with the Company's standard payroll schedule, beginning 1/6/2023 and you will receive your first Salary on [30/6/2023]. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

### Tax withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

## Bonus

In addition, you will be eligible to be considered for an incentive bonus for each financial year of the Company. The bonus will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

## Employee benefits

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including:

### 1. Vacation policy

You will be eligible for 60 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

### 2. Private health and dental insurance plan

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

## Privacy and Confidentiality Agreements

### Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### Conflict of Interest policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

### Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

### Termination Conditions

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.

The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 2/2/2023 and send to mail. Upon your acceptance of this employment offer, NCT will provide you with the necessary paperwork and instructions.

Yours sincerely,  
Mrs.Rakhi Vijithkumar  
HR & OPERATIONS



## Offer Letter of Employment

To  
AVINASH TG

It is with great pleasure that I write this letter to offer you the post of Process Associates at NEBULACLOUD TECHNOLOGIES PVT LTD(NCT). The talent, confidence, and determination that we found in you during the interview process was unbelievable. We are sure that you will do a great job handling the duties of the post mentioned above. Joining date is 1/6/2023. Cochin/Chennai Regional is Your Reporting Office. (will confirm on before the Joining date by Management)

### Taking the role of an Process Associates,

Monitoring and analyzing company processes  
Keeping a track of any delays and obstacles in the production process  
Examining and suggesting production improvements and upgrades  
Suggesting cost-cutting measures Inspecting and maintaining production equipment  
Scheduling equipment servicing appointments  
Assessing and troubleshooting processing issues  
Coordinating with the Quality Inspector in streamlining any production flaws  
Ensuring that all the production processes meet the health, safety, and industry standards  
Creating and maintaining production process reports

### Working schedule

This is a full-time position requiring approximately 45 hours per week. Your regular weekly schedule will be [Monday to Friday 09:00-18:00]. Saturday & Sunday are Holiday

### Salary

The Company will pay you a starting salary at the rate of 3.00 Lakhs per year, payable in accordance with the Company's standard payroll schedule, beginning 1/6/2023 and you will receive your first Salary on [30/6/2023]. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

### Tax withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.



## Bonus

In addition, you will be eligible to be considered for an incentive bonus for each financial year of the Company. The bonus will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

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### 1. Vacation policy

You will be eligible for 60 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

### 2. Private health and dental insurance plan

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

## Privacy and Confidentiality Agreements

### Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### Conflict of Interest policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

### Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

### Termination Conditions

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.

The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 2/2/2023 and send to mail. Upon your acceptance of this employment offer, NCT will provide you with the necessary paperwork and instructions.

Yours sincerely,  
Mrs.Rakhi Vijithkumar  
HR & OPERATIONS



## Offer Letter of Employment

To  
BISHITHA KP

It is with great pleasure that I write this letter to offer you the post of Process Associates at NEBULACLOUD TECHNOLOGIES PVT LTD(NCT). The talent, confidence, and determination that we found in you during the interview process was unbelievable. We are sure that you will do a great job handling the duties of the post mentioned above. Joining date is 1/6/2023. Cochin/Chennai Regional is Your Reporting Office. (will confirm on before the Joining date by Management)

### Taking the role of an Process Associates,

Monitoring and analyzing company processes  
Keeping a track of any delays and obstacles in the production process  
Examining and suggesting production improvements and upgrades  
Suggesting cost-cutting measures Inspecting and maintaining production equipment  
Scheduling equipment servicing appointments  
Assessing and troubleshooting processing issues  
Coordinating with the Quality Inspector in streamlining any production flaws  
Ensuring that all the production processes meet the health, safety, and industry standards  
Creating and maintaining production process reports

### Working schedule

This is a full-time position requiring approximately 45 hours per week. Your regular weekly schedule will be [Monday to Friday 09:00-18:00]. Saturday & Sunday are Holiday

### Salary

The Company will pay you a starting salary at the rate of 3.00 Lakhs per year, payable in accordance with the Company's standard payroll schedule, beginning 1/6/2023 and you will receive your first Salary on [30/6/2023]. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

### Tax withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

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In addition, you will be eligible to be considered for an incentive bonus for each financial year of the Company. The bonus will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

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You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 2/2/2023 and send to mail. Upon your acceptance of this employment offer, NCT will provide you with the necessary paperwork and instructions.

Yours sincerely,  
Mrs.Rakhi Vijithkumar  
HR & OPERATIONS



## Offer Letter of Employment

To  
GOUTHAM GOPI S PILLAI

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Yours sincerely,  
Mrs.Rakhi Vijithkumar  
HR & OPERATIONS





## Offer Letter of Employment

To

JITHIN RAJ K

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Yours sincerely,  
Mrs.Rakhi Vijithkumar  
HR & OPERATIONS



## Offer Letter of Employment

To

**MOHAMMED SHAHABAS EV**

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Yours sincerely,  
Mrs.Rakhi Vijithkumar  
HR & OPERATIONS



## Offer Letter of Employment

To  
SUDHEESH NS

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Yours sincerely,  
Mrs.Rakhi Vijithkumar  
HR & OPERATIONS



## Offer Letter of Employment

To

**VARUN PRADEEP KUMAR**

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HR & OPERATIONS





sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Campus Selects - SCMS- Nissan Digital

2 messages

**Jayanand B** <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Wed, Dec 21, 2022 at 2:54 PM

----- Forwarded message -----

From: **VELAYUDHAN, SHIN** <shin.velayudhan@nissanmotor.com>  
Date: Wed, Dec 21, 2022 at 2:21 PM  
Subject: Campus Selects - SCMS- Nissan Digital  
To: Jayanand B <jayanand@scmsgroup.org>  
Cc: NDI, HR <hr.ndi@nissanmotor.com>, FERNANDEX, JULI <juli.fernandex@nissanmotor.com>, JAYAKUMAR, ATHUL <athul.jayakumar@nissanmotor.com>

Hello Sir/Madam,

Greetings from Nissan Digital India.

Please to inform you that we have selected below student/s from your esteemed institute/college.

Course completion without arrears is a prerequisite for on boarding/selection. Kindly communicate with us while the course is getting over. We shall communicate the joining date with these student/s directly.

Could you please communicate selection information with these student/s and share their acceptance to me to release the offer letter. We shall release the offers in January 2023.

### Offer credentials:-

Salary: 6,00,000/- (fixed) PA

Level: NDI-7C

Name	Mobile	Email	College Name
Sandeep Kurian Jacob	+91 7356994087	<a href="mailto:sandeepjacob1@gmail.com">sandeepjacob1@gmail.com</a>	SCMS, Ernakulam
Akhila Ajith	+91 8137945190	<a href="mailto:akhilaajith321@gmail.com">akhilaajith321@gmail.com</a>	SCMS, Ernakulam





**Shin MV**

Manager - Human Resources

Nissan Digital India LLP.

[www.nissandigitalindia.com](http://www.nissandigitalindia.com)

Phone: +91-98417 54513

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Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

---

**SSET** <sset@scmsgroup.org>  
To: sandeep jacob <sandeepjacob1@gmail.com>, akhilaajith321@gmail.com

Wed, Dec 21, 2022 at 3:03 PM

[Quoted text hidden]

# O/E/N India Limited

REGD. OFFICE : VYTTILA P.B NO. 1952, COCHIN-682 019, KERALA, INDIA

PHONE : (0484) 2301132, 2303709, 2302483 & 7183120

FAX : (0484) 2302287

CIN : U31200KL1968PLC002169

E-Mail : sales@oenindia.com, Website : www.oenindia.com

FACTORY : ELECTROGIRI, P. B. No. 1, MULANTHURUTHY - 682 314, VIA COCHIN, INDIA

PHONE : (0484) 7183600, 2711321 to 2711328 FAX : (0484) 2711891

MNG/847

10<sup>th</sup> August, 2023

OUR REF:

YOUR REF: Mr.Ashwin T S  
Nandanam House,  
Edathala P O  
Aluv- 683 561

Dear Sir,

## Position – Graduate Apprentice Trainee

We refer to your application seeking training in the Company and the interview you had with us on 4<sup>th</sup> August, 2023. We are pleased to appoint you as "Graduate Apprentice Trainee" on the following terms & conditions:-

1. You will have to undergo training for a period of one year from 10<sup>th</sup> August, 2023, which may be extended or reduced depending upon the progress you show in the training.
2. During the training period you will be given a consolidated monthly stipend of Rs.25,000/-.
3. The place of training will be initially in the Factory at Mulanthuruthy-682 314 Kerala State or in any of its associate organisations/new projects. You should be prepared to undergo training and work at any place in India, directed by the company.
4. The progress of your training will be evaluated every three months and if found unsatisfactory your training will be terminated forthwith. Even otherwise company reserves the right to terminate the training without assigning any reason and without notice. You will also have the option to terminate your employment by giving one month's notice in writing to the company, provided you settle all dues to the company.
5. You are expected to undergo training, work and gain hands on experience on operational and functional aspects of the processes and machines of the department assigned to you. You should also assist the shift-in-charge to organize and supervise the shift working of the department and related functions.
6. Your services as a trainee will be governed by the rules in force from time to time.

.....2/-



An ISO 9001 : 2015 & IATF 16949 : 2016, ISO 14001 : 2015, ISO 45001 : 2018 Company

GEN 203/10-22/5000

7. You are required to complete the training and serve the company for a period of 18 months from the date of completion of training for which you have to give adequate guarantee/execute an agreement. You will be required to repay 50% of the consolidated allowance you received, to the company, if you fail to complete the training. Similarly if you fail to serve the company for 18 months after completion of training, you will have to pay Rs.75,000/- as training expenses and compensation to the company. Your training and further employment will be governed by the agreement you have signed with the company.
8. Your confirmation of services in the company would be based on your performance, aptitude and attitude during the training period. On successful completion of training, if you are found suitable, you will be appointed to a suitable position by a fresh appointment order, in the company or in any of its associate organisations or new projects promoted by us subject to your medical fitness certified by company doctor. The posting can be anywhere in India.
9. You will have to make your own arrangements for accommodation and transportation to and from the place of work or the place of your training. Since you may also be required to undergo training/job in day and night shifts as and when required, your residential facility should be at a place easily accessible to your place of training/job.
10. This appointment order is issued subject to you being found medically fit in the medical examination conducted by the doctor named by the company. Your continuation in service will always be subject to you being found fit in the periodical medical examinations.
11. You should produce the following documents/certificates while joining duty.
  - a. Certificates of educational qualifications and proof of age in original along with a photocopy.
  - b. Documents proving Identity, residence address (Voter's Identity Card, Driving Licence, Passport, Aadhar Card etc.) in original along with photocopy.
  - c. Two passport size and two stamp size photographs.
  - d. Reference certificates in original from two local persons of status
  - e. Relieving order from last employer.

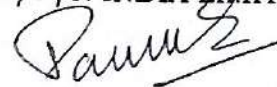
We are sending this letter in duplicate. If you accept the terms and conditions mentioned herein, please sign and return the duplicate copy as token of your acceptance of the terms and join for training at 8.30 A.M. on 10<sup>th</sup> August, 2023 at the Factory at Mulanthuruthy - 682 314.

We hope that your training and employment with us will be mutually satisfying.

We wish you well.

  
JJ:krs

Yours faithfully,  
For O/E/N INDIA LIMITED



(PAMELA ANNA MATHEW)  
CHAIRMAN & MANAGING DIRECTOR



SSET Placement &lt;sset.placement@scmsgroup.org&gt;

---

**RE: Off-Campus Placement | Walkaroo | SCMS School of Engineering and Technology**

---

**Ashwin T S** <ashwints2001@gmail.com>

Sun, Aug 13, 2023 at 10:02 PM

To: SSET Placement &lt;sset.placement@scmsgroup.org&gt;

Thank you for contacting me regarding the open in the production sector available at Walkaroo. I am reaching out to let you know that I can't attend the test scheduled on 14th August at 10.30 a.m as I got placed at OEN India limited.

While I do appreciate the opportunity, I am no longer available for this position.

I apologize for any inconvenience and sincerely appreciate your time and consideration.

Your's sincerely  
Ashwin T S.

[Quoted text hidden]



PIL/2166

October 05, 2023

Ms. Jeslin Maria Jacob  
Thekkiniyath (H)  
Alathur P O  
Annamanada (via),  
Thrissur- 680741.

**Dear Ms. Jeslin Maria Jacob,**

**Sub: Offer Letter**

We are pleased to inform you that based on the test and interview you had with us, you have been selected to join our team at Paradigm IT Pvt Ltd (hereinafter "**Paradigm**").

Brief details of the terms and conditions applicable to your position are:

1. Your designation shall be **Trainee Sub Engineer** and you shall be posted at our office in Kochi. You may be posted at such branch of Paradigm or selected for remote working at a later stage at Paradigm's sole discretion.
2. Your date of joining will be **16<sup>th</sup> October 2023** and you are required to be present at the office of Paradigm by 10.00 am for the joining formalities. Failure to join on the date mentioned above may lead to the cancellation of this offer. You are requested to provide the following on the date of joining:
  - a) Six (6) passport size photographs.
  - b) Original & Copies of Educational certificates.
  - c) Original ID proof (any one of Passport/Driving License/ Voter's ID/Pan Card/ Aadhar).
3. **Probation Period:** You shall be on probation for a period of 6 (Six) months. During this period, Paradigm shall evaluate your skill sets and performance to see if it fits the requirements. Similarly, you are requested to take this opportunity to review and evaluate your job responsibilities and general office atmosphere.
4. **Service Period:** You shall be confirmed after successfully completing the Probation period which shall depend on your willingness to enter into employment and Paradigm's evaluation of your performance. We reserve the right to extend the probation period or terminate you in the event your performance falls below our expectations. On confirmation, your designation shall be **Sub Engineer**.

( page 1 of 3 )



T : +91(484) 391 0000

W : [www.paradigm.in](http://www.paradigm.in)

E : [info@paradigm.in](mailto:info@paradigm.in)

CIN : U72200KL1999PTC025418

Paradigm IT Pvt. Ltd - 28/2373C Chilavanoor Rd, Elamkulam, Kochi 682 020, India

5. **Salary and Benefits:** During probation period your CTC will be **Rs.15001/- (Rupees Fifteen Thousand and One Only)** per month which shall be inclusive of all deductibles, statutory benefits and other benefits including Medical Insurance coverage.

As a token of appreciation for continued employment, Paradigm shall be pleased to pay such sum as specified in your Employment Agreement/Appointment Letter as retention bonus.

6. Notice period for either Party during probation shall be 15 days and post confirmation, the notice period shall be 3 months or whatever is agreed between the Parties at a later date. Paradigm at its sole discretion may opt/allow payment of salary in lieu of notice period.
7. Through the period of your service with Paradigm you should be medically fit and it will be up to the discretion of Paradigm to require you to undergo medical tests if required.
8. Paradigm reserves the right to conduct a background verification check including criminal background check on you. Any discrepancies in the verification result vis-à-vis the details provided by you may result in immediate termination without prior notice.
9. During the period of service with Paradigm, you shall not engage directly or indirectly in any other job or business either part time or full time, carry out any professional or other activities in the premises of Paradigm other than that allotted by Paradigm and/or arising out of the employment with Paradigm, use the infrastructure and facilities of Paradigm or cause them to be used for any other activity other than that specifically provided under the terms of the employment agreement.

In the event of violation of any of the above terms, Paradigm reserves all rights to initiate appropriate legal action including injunctions /damages and or termination of your services without any notice.

10. Your daily conduct and execution of duties will be governed by the rules and regulations of Paradigm. These rules and regulations are those which are in force currently and which will be framed from time to time. You would be required to work faithfully and diligently and promote the interest of Paradigm and not act in any manner adverse to Paradigm's interests. Under no condition you should disclose Paradigm's work details to outsiders unless it is required in the course of your work. In case of violations Paradigm shall have the right to initiate appropriate legal action against you. You will be required to sign a **Non-Disclosure Agreement** with Paradigm.

( page 2 of 3 )



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CIN : U72200KL1999PTC025418

Paradigm IT Pvt. Ltd - 28/2373C Chilavanoor Rd, Elamkulam, Kochi 682 020, India

11. Paradigm reserves all rights and criteria to evaluate your performance regularly. We expect you to do your best and perform well in terms of both quality and production of work.

Please sign and return the duplicate copy of this letter as confirmation of acceptance of the above terms and conditions. We welcome you to Paradigm and wish you good luck and a very bright career here.

Thanking you,  
Yours Sincerely,

**For Paradigm IT Pvt. Ltd.,**

**Accepted**

**Senthil Kumar K  
Director (HR/Accounts&Admin)**

**Jeslin Maria Jacob**

( page 3 of 3 )



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E : [info@paradigm.in](mailto:info@paradigm.in)

CIN : U72200KL1999PTC025418

Paradigm IT Pvt. Ltd - 28/2373C Chilavanoor Rd, Elamkulam, Kochi 682 020, India

PIL/2189

October 05, 2023

Ms. Ambily P R  
Punnakkaparambil (H)  
Alathur P O, Annamanada (via)  
Thrissur- 680741.

**Dear Ms. Ambily P R,**

**Sub: Offer Letter**

We are pleased to inform you that based on the test and interview you had with us, you have been selected to join our team at Paradigm IT Pvt Ltd (hereinafter "**Paradigm**").

Brief details of the terms and conditions applicable to your position are:

1. Your designation shall be **Trainee Sub Engineer** and you shall be posted at our office in Kochi. You may be posted at such branch of Paradigm or selected for remote working at a later stage at Paradigm's sole discretion.
2. Your date of joining will be **16<sup>th</sup> October 2023** and you are required to be present at the office of Paradigm by 10.00 am for the joining formalities. Failure to join on the date mentioned above may lead to the cancellation of this offer. You are requested to provide the following on the date of joining:
  - a) Six (6) passport size photographs.
  - b) Original & Copies of Educational certificates.
  - c) Original ID proof (any one of Passport/Driving License/ Voter's ID/Pan Card/ Aadhar).
3. **Probation Period:** You shall be on probation for a period of 6 (Six) months. During this period, Paradigm shall evaluate your skill sets and performance to see if it fits the requirements. Similarly, you are requested to take this opportunity to review and evaluate your job responsibilities and general office atmosphere.
4. **Service Period:** You shall be confirmed after successfully completing the Probation period which shall depend on your willingness to enter into employment and Paradigm's evaluation of your performance. We reserve the right to extend the probation period or terminate you in the event your performance falls below our expectations. On confirmation, your designation shall be **Sub Engineer**.

( page 1 of 3 )





5. **Salary and Benefits:** During probation period your CTC will be **Rs.15001/- (Rupees Fifteen Thousand and One Only)** per month which shall be inclusive of all deductibles, statutory benefits and other benefits including Medical Insurance coverage.

As a token of appreciation for continued employment, Paradigm shall be pleased to pay such sum as specified in your Employment Agreement/Appointment Letter as retention bonus.

6. Notice period for either Party during probation shall be 15 days and post confirmation, the notice period shall be 3 months or whatever is agreed between the Parties at a later date. Paradigm at its sole discretion may opt/allow payment of salary in lieu of notice period.
7. Through the period of your service with Paradigm you should be medically fit and it will be up to the discretion of Paradigm to require you to undergo medical tests if required.
8. Paradigm reserves the right to conduct a background verification check including criminal background check on you. Any discrepancies in the verification result vis-à-vis the details provided by you may result in immediate termination without prior notice.
9. During the period of service with Paradigm, you shall not engage directly or indirectly in any other job or business either part time or full time, carry out any professional or other activities in the premises of Paradigm other than that allotted by Paradigm and/or arising out of the employment with Paradigm, use the infrastructure and facilities of Paradigm or cause them to be used for any other activity other than that specifically provided under the terms of the employment agreement.

In the event of violation of any of the above terms, Paradigm reserves all rights to initiate appropriate legal action including injunctions /damages and or termination of your services without any notice.

10. Your daily conduct and execution of duties will be governed by the rules and regulations of Paradigm. These rules and regulations are those which are in force currently and which will be framed from time to time. You would be required to work faithfully and diligently and promote the interest of Paradigm and not act in any manner adverse to Paradigm's interests. Under no condition you should disclose Paradigm's work details to outsiders unless it is required in the course of your work. In case of violations Paradigm shall have the right to initiate appropriate legal action against you. You will be required to sign a **Non-Disclosure Agreement** with Paradigm.

( page 2 of 3 )



11. Paradigm reserves all rights and criteria to evaluate your performance regularly. We expect you to do your best and perform well in terms of both quality and production of work.

Please sign and return the duplicate copy of this letter as confirmation of acceptance of the above terms and conditions. We welcome you to Paradigm and wish you good luck and a very bright career here.

Thanking you,  
Yours Sincerely,

**For Paradigm IT Pvt. Ltd.,**

**Accepted**

**Senthil Kumar K  
Director (HR/Accounts&Admin)**

**Ambily P R**

( page 3 of 3 )



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CIN : U72200KL1999PTC025418

Paradigm IT Pvt. Ltd - 28/2373C Chilavanoor Rd, Elamkulam, Kochi 682 020, India



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## PKJ TECHNOLOGIES PVT LTD - EMPLOYMENT OFFER

1 message

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PKJ HR <[hr@pkjtech.com](mailto:hr@pkjtech.com)>

Sat, 8 Jul, 2023 at 5:35 pm

To: aswinharishkumar <[aswinharishkumar@gmail.com](mailto:aswinharishkumar@gmail.com)>

Aswin,

Your training will start from **10-July-2023(Monday)**. Your initial induction and training will conduct on **day shift**. So You should report on 10 July 2023 @ PKJ Technologies Pvt Ltd, KINFRA Park, Koratty at **08:00 AM** for initial training section.

Kindly acknowledge the receipt of this email.

Note: The accommodation facility can be occupy only from Monday. If you need any further clarification kindly contact HR Department.

Quoting PKJ HR <[hr@pkjtech.com](mailto:hr@pkjtech.com)>:

[Quoted text hidden]



## QBurst: Campus Recruitment 2023 | SCMS

SSET <sset@scmsgroup.org>

To: 1918aju@gmail.com, pranavpramod700@gmail.com, kenasvarghese29@gmail.com

Dear All,  
 Congratulations on being selected.  
 Thanks  
 Placements  
 SSET

----- Forwarded message -----

From: **Jayanand B** <jayanand@scmsgroup.org>

Date: Friday, October 28, 2022

Subject: QBurst: Campus Recruitment 2023 | SCMS

To: SSET <sset@scmsgroup.org>

----- Forwarded message -----

From: **Rajeesh Nittoor** <rajeeshn@qburst.com>

Date: Thu, 27 Oct 2022, 23:19

Subject: Re: QBurst: Campus Recruitment 2023 | SCMS

To: Jayanand B <jayanand@scmsgroup.org>

Cc: Atul Sudhir <atul@qburst.com>, Nithin Vettom <nithinv@qburst.com>

Dear Sir,

Thank you for your extended support for this entire campus recruitment process. Please find below the selected candidates for the offer.

First Name	Last Name	Email	Mob	College	Branch
Suraj	Ramachandran	1918aju@gmail.com	7012116015	SCMS College	Computer Science Engineering
Pranav	P	pranavpramod700@gmail.com	9061335488	SCMS College	Computer Science Engineering
Kenas	Varghese	kenasvarghese29@gmail.com	8547041680	SCMS College	Computer Science Engineering

We will be releasing the offers to those candidates as soon as possible. Please keep them informed about the same.

Regards,  
 Rajeesh N V

On Fri, Oct 14, 2022 at 4:32 PM Rajeesh Nittoor <rajeeshn@qburst.com> wrote:

Dear Sir,

Sorry to inform you, we do not have any selects after the GD for QA (6 students).

Regards,  
 Rajeesh N V

On Thu, Oct 13, 2022 at 10:34 AM Jayanand B <jayanand@scmsgroup.org> wrote:

Dear Sir,

Thank you very much rescheduling the GD of two students. Other students have joined for GD today.

Regards,

Jayanand B

On Wed, Oct 12, 2022 at 9:58 PM Rajeesh Nittoor <rajeeshn@qburst.com> wrote:

Dear Sir,

We moved both of them on 14th Oct-22 at 10.30AM and sent the link. Please confirm.

Regards,  
 Rajeesh N V

On Wed, Oct 12, 2022 at 8:58 PM Jayanand B <jayanand@scmsgroup.org> wrote:

Dear Sir,

Two of our students who are to appear for GD tomorrow have reported that they have another off campus placement drive tomorrow and requested postponement of GD. It was rescheduled to tomorrow evening.

1. Jithin Raj K
2. Alen Benny

Thanks & Regards,

Jayanand B,  
 Placement in Charge,  
 SCMS School of Engineering and Technology,  
 Ernakulam.

On Wed, Oct 12, 2022 at 5:42 PM Rajeesh Nittoor <rajeeshn@qburst.com> wrote:

Dear Sir,

As discussed, please find below the plan for actions and confirm the same.

### **For Software developers**

Mode: Face-to-Face  
 Date: **15 October 2022, Saturday**  
 Time: 02.00PM (Reporting Time 15 mins before)  
 Venue : QBurst Technologies Pvt Ltd.

Nisagandhi  
Infopark Koratty, Thrissur - 680308

Documents to bring : Resume and College ID card (Mandatory)

Contact Person: Devika Pradeep  
Contact Number: 8921017824

**For Software Tester (QA) -**

Mode: Online GD (Google meet) - Webcam-enabled desktops/laptops only along with good internet connectivity (WiFi)  
Date: **13 October 2022, Thursday**  
Time: 10.30AM

We will be sharing the link to the students by EOD today. Shortlisted candidates after GD should be available for the face to face interviews on **15th Oct-22, Saturday** at our

Please let me know if you have any queries.

Regards,  
Rajeesh N V

On Tue, Oct 11, 2022 at 8:24 PM Rajeesh Nittoor <rajeeshn@qburst.com> wrote:

Dear Sir,

As discussed, we plan to meet the shortlisted candidates (**Software developers**) for face-to-face technical interviews on **15th-Oct-22, Saturday** at our **Infopark Koratty**

We will get back to you with the time slot and other details shortly. Kindly confirm and feel free to reach out to us if you have any queries.

Regards,  
Rajeesh N V

On Tue, Oct 11, 2022 at 3:57 PM Rajeesh Nittoor <rajeeshn@qburst.com> wrote:

Dear Sir,

Please find below the shortlisted candidates for the technical interviews.

We will get back to you with the date and time to meet them for face-to-face technical interviews shortly.

Sl No	First Name	Last Name	Mobile	Email	Campus	Branch
1	Adithya krishnan		8921711905	adhiachery10@gmail.com	SCMS College	Advanced
2	Pratyush Nair Nair		7902622462	pratyushnair01@gmail.com	SCMS College	Computer
3	Sandeep Jacob		7356994087	sandeepjacob1@gmail.com	SCMS College	Computer
4	Pranav P		9061335488	pranavpramod700@gmail.com	SCMS College	Computer
5	Annmary Jacob		9497007498	annmaryjk30@gmail.com	SCMS College	Computer
6	Saurabh Sunil		7558823298	saurabhsunil7@gmail.com	SCMS College	Computer
7	Suraj Ramachandran		7012116015	1918aju@gmail.com	SCMS College	Computer
8	Mohammed Shahabas E V		7736381687	shahabasev77@gmail.com	SCMS College	Computer
9	Mahesh S		8281531839	mahesh244500@gmail.com	SCMS College	Computer
10	Aswinkumar TS		9895074576	aswin.001.official@gmail.com	SCMS College	Computer
11	Ajay Sadhasivan K		9072771839	ajaysadhasivank@gmail.com	SCMS College	Computer
12	Kenasa Varghese		8547041680	kenasvarghese29@gmail.com	SCMS College	Computer
13	Neena Alex		9567244040	neethalex007@gmail.com	SCMS College	Computer
14	Antony K Shaji		8301017314	antonykshaji13@gmail.com	SCMS College	Computer
15	Arya Anil Kumar		8304965925	arya.malu2000@gmail.com	SCMS College	Computer
16	Sreerag .		8968093602	sreeragsathyan2001@gmail.com	SCMS College	Computer
17	Jomish S Chiramel		9061076460	jomishshajahan@gmail.com	SCMS College	Computer
18	JOBAN K JOSEPH		8086865102	jobankjoseph@gmail.com	SCMS College	Computer
19	Vyshnav Vinodh		7012400327	vyshnavvinodh@gmail.com	SCMS College	Computer
20	Navya George		9847951833	navyageorge01@gmail.com	SCMS College	Computer
21	Delvin Augustine		7994384470	delvin2001@gmail.com	SCMS College	Computer
22	Prasanth V P		9995507558	prasanthvp566@gmail.com	SCMS College	Computer
23	Goutham Gopi S Pillai		9497652286	gouthamgopisp@gmail.com	SCMS College	Computer
24	Allen Lawrence		9539035306	allenlawrence369@gmail.com	SCMS College	Computer
25	Albert George		9745881362	albertgeorge2001@gmail.com	SCMS College	Electrical a
26	P S Aby Antony		9946421194	psabyantony@gmail.com	SCMS College	Electronics
27	Sreelakshmi T U		6235117781	sreelakshmiudhayan@gmail.com	SCMS College	Electronics
28	SWETHA	SARANG	9072387996	swethasarang2017@gmail.com	SCMS College	Computer
29	ATHUL	V NAIR	8156941130	athulvnair2001@gmail.com	SCMS College	Computer
30	SALIL	C L	9744109763	clsalil17@gmail.com	SCMS College	Electronics
31	JITHIN RAJ	K	9567875342	jithinraj51@gmail.com	SCMS College	Mechanics
32	Vishnu	anilkumar k	9539396549	vishnu39mad@gmail.com	SCMS College	Mechanics
33	Alen	Benny	9539817318	bennyalen200@gmail.com	SCMS College	Mechanics

Regards,  
Rajeesh N V

On Sat, Sep 24, 2022 at 5:23 PM Rajeesh Nittoor <rajeeshn@qburst.com> wrote:

Dear Sir,

As discussed, we are confirming our participation for the campus recruitment drive on **Sep 29, 2022, Thursday**. Kindly confirm.

Please find below the guidelines to be followed.



- A group of employees from QBurst will be reaching the campus at 9.30AM.
- We will have a presentation session before the assessment test.
- Colleges have to provide labs to accommodate students for online tests.
- Computers should have a good internet connection and the latest browsers (Chromium/Firefox/Safari).
- Students' laptops can also be allowed if required, along with an internet connection.
- Students will receive mail from the Evalgator tool days before the test.
- Students have to register for exams via the Evalgator tool at least a day prior to the exams and not to "Sign Up" in Evalgator.
- The registration email may ask for Web cam as compulsory. You may inform students that it can be ignored.
- Evalgator Credentials (username/password) should be with the students at the time of the test.
- Students should carry the college ID card for the exam, and should be with them during the exam.
- Working sheets should be provided by the college.
- Discussions, chatting, browsing other websites are not allowed during online exams.
- We are conducting the assessment test alone on the same day and shortlisted candidates can be invited for a face to face discussion later in our office.
- Any kind of malpractice will result in disqualification of students.
- We would request volunteer support from the college as well.
- Mobile phones are not allowed in the lab.



## Fwd: QSpiders 2023 Batch!!! Incubation Final Selection List

3 messages

Jayanand B <jayanand@scmsgroup.org>  
To: sset.placement@scmsgroup.org

Thu, May 11, 2023

Dear Sir/Madam.

QSpiders wish to conduct one more round of placement for the 2023 batch. Criteria is not more than 2 active backlogs. Any B Tech/MCA branch student can apply. They asked to send it tomorrow evening. They are going to start a centre in Kochi.

Their contact no is 7619163087  
Regards,

Jayanand B

----- Forwarded message -----

From: &lt;devikarani.l@qspiders.com&gt;

Date: Fri, Feb 10, 2023 at 4:06 PM

Subject: QSpiders 2023 Batch!!! Incubation Final Selection List

To: &lt;jayanand@scmsgroup.org&gt;

Cc: &lt;yunusabdulla7@gmail.com&gt;, &lt;avinashgt88@gmail.com&gt;, &lt;saithya.thomas@gmail.com&gt;, &lt;sadhana.k@qspiders.com&gt;

Hello Sir/Mam,

Good Evening

We are happy to announce the Final Selects for Incubation [Free Training & Placement] of 2023 Batch from your college.

We heartily congratulate students for getting placed & we officially welcome all the selected students to QSpiders.

Below mentioned students in the offer letter are the Final selects & Please communicate the same with students & we will post you the date of Joining ASAP.



## Qspiders Campus Connect

A Unit of Test Yantra Software Solutions India Pvt Ltd

### INCUBATION OFFER LETTER

Dated:

Dear Sir,

We are happy to inform you that Below Students from your college **SCMS School of Engineering & Technology** been Selected in our Incubation Screening Drive.

Candidate Name	Mobile Number	Email ID	Degree	Degree stream	Degree college
YUNUS A A	9633109277	<a href="mailto:yunusabdulla7@gmail.com">yunusabdulla7@gmail.com</a>	BTech	Electronics & Communication(E&C)	SCMS School of Engineering & Technology
AVINASH T G	7559038103	<a href="mailto:avinashgt88@gmail.com">avinashgt88@gmail.com</a>	BTech	Mechanical(ME)	SCMS School of Engineering & Technology
Saithya Thomas	8606047955	<a href="mailto:saithya.thomas@gmail.com">saithya.thomas@gmail.com</a>	BTech	Electronics & Communication(E&C)	SCMS School of Engineering & Technology

#### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude**.
- On successful completion of their training they will be awarded with course completion Certificate
- No other programs are included in this training module

#### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation

- Bring this offer letter on the first day of reporting with all semester marks cards, 10<sup>th</sup> 12<sup>th</sup>/PUC & Degree[Till Now], 1 Govt ID proof & 2 passport size photo.

This letter is valid only on respective date of joining only. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

QSpiders Campus Connect Team.

For Selected students anything in further information or Query contact only on below numbers according to college State/Location

-Kerala-7619163087/8867795449

[Note- This mail is a final confirmation of your selection, No Commercials involved & students while reporting can take a print/show the mail confirmation to the respective concerns @ QSpiders ]



Thanks & Regards,

L Devika Rani Shelke  
Business Manager

QSpiders Campus Connect

E-Mail:- devikarani.l@qspiders.com

[www.qspiders.com](http://www.qspiders.com) | [www.jspiders.com](http://www.jspiders.com)

Bengaluru | Mysore | Chennai | Hyderabad |AP|Pune | Mumbai | Kolkatta |Chandigarh |

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image001.png  
3K

**SSET Placement** <sset.placement@scmsgroup.org>  
To: yunusabdulla7@gmail.com, avinashg88@gmail.com, saithya.thomas@gmail.com

Thu, May 11, 2023 at 2:33 PM

[Quoted text hidden]

Thanks and Regards,

Dr.Sureshkumar V,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.



image001.png  
3K

**SSET Placement** <sset.placement@scmsgroup.org>  
Draft To: sureshkumar <sureshkumar@scmsgroup.org>

Wed, May 10, 2023 at 3:50 PM

----- Forwarded message -----  
From: **Jayanand B** <jayanand@scmsgroup.org>  
Date: Thursday, May 11, 2023  
[Quoted text hidden]



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3K





sset last name <sset@scmsgroup.org>

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## Quest Global Select List

1 message

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**Jayanand B** <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Tue, Nov 15, 2022 at 10:33 AM

Dear Jenty Sir,

Good Afternoon!

Thank you for the warm welcome and support provided to us when we visited your esteemed institution, Mar Baselios Institute of Technology And Science on 20-Oct & 21-Oct. All the arrangements were excellent and we were able to conduct the campus placement smoothly with your support.

As discussed over call, sharing the final select list of candidates along with their college names, in the attached excel sheet. These candidates will receive the Letter Of Intent [LOI] from Quest Global within a few days.

Once again on behalf of Quest Global, we would like to thank you for the excellent support provided to us. Looking forward for a fruitful association with Mar Baselios Institute of Technology And Science in future.

Request you to cascade the final selection status with the respective TPO's of participating colleges



**Quest Global - Final Select List - Kochi Drive.xlsx**

23K

<b>Final Selection Sta</b>	<b>Name</b>	<b>Roll Number</b>	<b>Full Name Of The College</b>	<b>Branch</b>
Recommended	<b>Muhad K</b>	SCM19CS078	SCMS School of Engineering and Technology	CSE
Recommended	<b>Aswin N</b>	SCM19CS034	SCMS School of Engineering and Technology	CSE
Recommended	<b>Aswin Suresh P</b>	SCM19CS036	SCMS School of Engineering and Technology	CSE
Recommended	<b>Rijas Sali</b>	MBC19CS042	SCMS School of Engineering and Technology	CSE
Recommended	<b>Vyshnav K Vinodh</b>	SCM19CS115	SCMS School of Engineering and Technology	CSE
Recommended	<b>Jahana Jabbar</b>	SCM19CS063	SCMS School of Engineering and Technology	CSE
Recommended	<b>Jomish S Chiramel</b>	SCM19CS065	SCMS School of Engineering and Technology	CSE



## Provisional Offer Letter

Doc Ref. No.: **QGFY24C0180**

Date of Issue: **12-December-2022**

Dear Aswin N,

Congratulations! Each step taken towards realizing a dream is a crucial one. We are delighted you have chosen to join Quest Global and be an integral part of our journey towards solving the problems of today that stand in the way of tomorrow.

At Quest Global, we embrace the exponentially curious minds – the ones who see engineering and logic in everything. We seek and nurture people with the potential and passion to solve the world's hardest problems and then help them foster that potential with boundary-less opportunities to learn, grow, and succeed.

We are pleased to let you know that we intend to make you an offer of employment for the role of Trainee Engineer with Quest Global.

- **Total Cost to Company (TCTC): INR 3.00 LPA**
- **Year End Bonus: INR 25000 (On completion of one year from the date of joining)**
- **Location:** Any of the Quest Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement / Bond: 2 years (An agreement between Quest Global and the Employee which provides that the Employee shall work for an agreed minimum period of time from the date of joining the company)**

You will be entitled to allowances and other benefits as per policies of Quest Global. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check
- No standing arrears on the date of joining

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CIN: U74900KA2014PTC076219

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Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

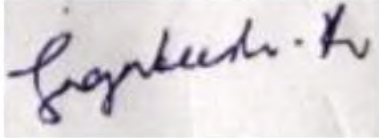
Reg. office: AEQUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

As per company's hiring process, we will conduct a detailed background verification check of all the information and documents submitted by you. For joining confirmation & BGC form, please write back to: [university.relations@quest-global.com](mailto:university.relations@quest-global.com).

We eagerly look forward to welcome you at Quest Global.

*PS: This job offer is contingent upon successful completion of training assigned to you prior to the joining date and successful completion of background verification conducted by Quest Global (at its sole discretion) subsequent to your joining.*

**For Quest Global**



**Jagadish Kadagatti**  
Manager - TAT

Candidate Signature: \_\_\_\_\_

**\*Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with Quest Global will be shared separately as a formal offer one month prior to your date of joining.**

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**Compensation & Benefit Details**

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<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
<b>(H) Monthly Gross Salary: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) Retirement Benefits: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) Bonus/Ex .Gratia	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(O) Total Variable Pay (TVP)</b>	<b>-</b>	<b>-</b>
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Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per Quest Global Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300,000**
- Group Personal Accident Insurance cover of **INR 2,000,000**
- Group Term Life Insurance cover of **INR 2,500,000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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Quest Global brings deep industry knowledge and digital expertise to deliver end to end global product engineering services. We bring together technologies and industries alongside the contributions of diverse individuals and their areas of expertise to solve problems better, faster. This multi-dimensional approach enables us to solve the most important and large-scale challenges across the Aerospace & Defense, Automotive, Energy, Hi-Tech, Healthcare, Medical Devices, Rail and Semiconductor industries.



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## Provisional Offer Letter

---

Doc Ref. No.: **QGFY24C0178**

Date of Issue: **12-December-2022**

Dear Aswin Suresh P,

Congratulations! Each step taken towards realizing a dream is a crucial one. We are delighted you have chosen to join Quest Global and be an integral part of our journey towards solving the problems of today that stand in the way of tomorrow.

At Quest Global, we embrace the exponentially curious minds – the ones who see engineering and logic in everything. We seek and nurture people with the potential and passion to solve the world's hardest problems and then help them foster that potential with boundary-less opportunities to learn, grow, and succeed.

We are pleased to let you know that we intend to make you an offer of employment for the role of Trainee Engineer with Quest Global.

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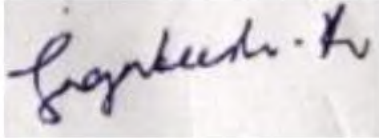
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As per company's hiring process, we will conduct a detailed background verification check of all the information and documents submitted by you. For joining confirmation & BGC form, please write back to: [university.relations@quest-global.com](mailto:university.relations@quest-global.com).

We eagerly look forward to welcome you at Quest Global.

*PS: This job offer is contingent upon successful completion of training assigned to you prior to the joining date and successful completion of background verification conducted by Quest Global (at its sole discretion) subsequent to your joining.*

**For Quest Global**



**Jagadish Kadagatti**  
Manager - TAT

Candidate Signature: \_\_\_\_\_

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<b>(H) Monthly Gross Salary: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
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## Provisional Offer Letter

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Doc Ref. No.: **QGFY24C0258**

Date of Issue: **12-December-2022**

Dear Jahana Jabbar,

Congratulations! Each step taken towards realizing a dream is a crucial one. We are delighted you have chosen to join Quest Global and be an integral part of our journey towards solving the problems of today that stand in the way of tomorrow.

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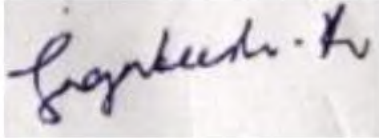
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**Jagadish Kadagatti**  
Manager - TAT

Candidate Signature: \_\_\_\_\_

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## About Quest Global

We are Quest Global. We're in the business of engineering, but what we're really building is a brighter future. It's not just what we do, but why we do it that makes us different. We believe engineering has the unique opportunity to solve the problems of today that stand in the way of tomorrow. For 25 years, we have strived to be the most trusted partner for the world's hardest engineering problems. As a global organization headquartered in Singapore, we live and work in 17 countries, with 56 global delivery centers, driven by 13,000+ extraordinary employees who make the impossible possible every day.

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**Quest Global Engineering Services Private Limited**

CIN: U74900KA2014PTC076219

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Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

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## Provisional Offer Letter

---

Doc Ref. No.: **QGFY24C0259**

Date of Issue: **12-December-2022**

Dear Jomish S Chiramel,

Congratulations! Each step taken towards realizing a dream is a crucial one. We are delighted you have chosen to join Quest Global and be an integral part of our journey towards solving the problems of today that stand in the way of tomorrow.

At Quest Global, we embrace the exponentially curious minds – the ones who see engineering and logic in everything. We seek and nurture people with the potential and passion to solve the world's hardest problems and then help them foster that potential with boundary-less opportunities to learn, grow, and succeed.

We are pleased to let you know that we intend to make you an offer of employment for the role of Trainee Engineer with Quest Global.

- **Total Cost to Company (TCTC): INR 3.00 LPA**
- **Year End Bonus: INR 25000 (On completion of one year from the date of joining)**
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- **Probation Period:** 6 months from the date of joining
- **Service Agreement / Bond: 2 years (An agreement between Quest Global and the Employee which provides that the Employee shall work for an agreed minimum period of time from the date of joining the company)**

You will be entitled to allowances and other benefits as per policies of Quest Global. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

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- No standing arrears on the date of joining

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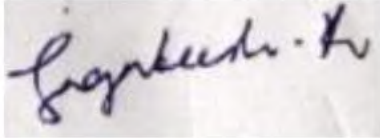
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We eagerly look forward to welcome you at Quest Global.

*PS: This job offer is contingent upon successful completion of training assigned to you prior to the joining date and successful completion of background verification conducted by Quest Global (at its sole discretion) subsequent to your joining.*

**For Quest Global**



**Jagadish Kadagatti**  
Manager - TAT

Candidate Signature: \_\_\_\_\_

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**Compensation & Benefit Details**

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<b>Monthly Salary Components</b>		
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(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
<b>(H) Monthly Gross Salary: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
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You are eligible for benefits coverage as per Quest Global Band. For your current Band the coverages shall be:

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**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

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## Provisional Offer Letter

---

Doc Ref. No.: QGFY24C0179

Date of Issue: **12-December-2022**

Dear Muhad K,

Congratulations! Each step taken towards realizing a dream is a crucial one. We are delighted you have chosen to join Quest Global and be an integral part of our journey towards solving the problems of today that stand in the way of tomorrow.

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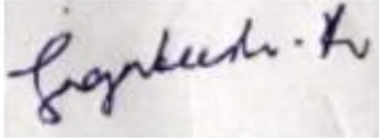


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We eagerly look forward to welcome you at Quest Global.

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**For Quest Global**



**Jagadish Kadagatti**  
Manager - TAT

Candidate Signature: \_\_\_\_\_

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## Provisional Offer Letter

---

Doc Ref. No.: QGFY24C0177

Date of Issue: **12-December-2022**

Dear Rijas Sali,

Congratulations! Each step taken towards realizing a dream is a crucial one. We are delighted you have chosen to join Quest Global and be an integral part of our journey towards solving the problems of today that stand in the way of tomorrow.

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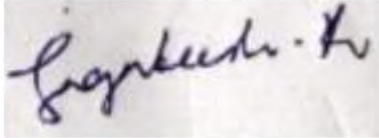
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**For Quest Global**



**Jagadish Kadagatti**  
Manager - TAT

Candidate Signature: \_\_\_\_\_

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## Provisional Offer Letter

---

Doc Ref. No.: **QGFY24C0176**

Date of Issue: **12-December-2022**

Dear Vyshnav K Vinodh,

Congratulations! Each step taken towards realizing a dream is a crucial one. We are delighted you have chosen to join Quest Global and be an integral part of our journey towards solving the problems of today that stand in the way of tomorrow.

At Quest Global, we embrace the exponentially curious minds – the ones who see engineering and logic in everything. We seek and nurture people with the potential and passion to solve the world's hardest problems and then help them foster that potential with boundary-less opportunities to learn, grow, and succeed.

We are pleased to let you know that we intend to make you an offer of employment for the role of Trainee Engineer with Quest Global.

- **Total Cost to Company (TCTC): INR 3.00 LPA**
- **Year End Bonus: INR 25000 (On completion of one year from the date of joining)**
- **Location:** Any of the Quest Global offices (as per business requirement)
- **Working Hours:** As per Location Norms
- **Probation Period:** 6 months from the date of joining
- **Service Agreement / Bond: 2 years (An agreement between Quest Global and the Employee which provides that the Employee shall work for an agreed minimum period of time from the date of joining the company)**

You will be entitled to allowances and other benefits as per policies of Quest Global. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check
- No standing arrears on the date of joining

**Quest Global Engineering Services Private Limited**

CIN: U74900KA2014PTC076219

2nd Flr, Primrose-7B, EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India

Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

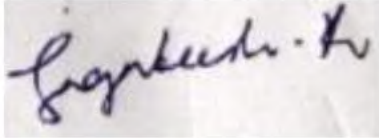
Reg. office: AEQUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

As per company's hiring process, we will conduct a detailed background verification check of all the information and documents submitted by you. For joining confirmation & BGC form, please write back to: [university.relations@quest-global.com](mailto:university.relations@quest-global.com).

We eagerly look forward to welcome you at Quest Global.

*PS: This job offer is contingent upon successful completion of training assigned to you prior to the joining date and successful completion of background verification conducted by Quest Global (at its sole discretion) subsequent to your joining.*

**For Quest Global**



**Jagadish Kadagatti**  
Manager - TAT

Candidate Signature: \_\_\_\_\_

**\*Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with Quest Global will be shared separately as a formal offer one month prior to your date of joining.**

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Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: [info@quest-global.com](mailto:info@quest-global.com)

Reg. office: AEQUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

**Annexure – I**  
**Compensation & Benefit Details**

Items	Monthly Salary (Amount in INR)	Annual Salary (Amount in INR)
<b>Monthly Salary Components</b>		
(A) Basic Salary	15,000	1,80,000
(B) House Rent Allowance	2,250	27,000
(C) Conveyance Allowance	-	-
(D) Leave Travel Allowance (LTA)	-	-
(E) Food Coupon	-	-
(F) Telephone/Internet Allowance	-	-
(G) Other Allowance*	3,155	37,860
<b>(H) Monthly Gross Salary: (H = A+B+C+D+E+F+G)</b>	<b>20,405</b>	<b>2,44,860</b>
<b>Retirement Benefits</b>		
(I) PF	1,800	21,600
(J) Gratuity	722	8,664
<b>(K) Retirement Benefits: (K = I+J)</b>	<b>2,522</b>	<b>30,264</b>
<b>Benefits</b>		
(L) Medical Insurance Premium	673	8,076
(M) Bonus/Ex .Gratia	1,400	16,800
<b>(N) Fixed Compensation: (N = H+K+L+M)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>(O) Total Variable Pay (TVP)</b>	<b>-</b>	<b>-</b>
<b>(P) Total Cost to Company (TCC)</b>		<b>3,00,000</b>

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A one-time year end bonus of **INR 25,000** shall be paid upon successful completion of one-year service with Quest Global.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per Quest Global Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300,000**
- Group Personal Accident Insurance cover of **INR 2,000,000**
- Group Term Life Insurance cover of **INR 2,500,000**
- Employee Deposit Linked Insurance cover as per statutory requirement

**Note:** Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

**Declaration:** All aspects of Quest Global policies provided in this document are intended to provide indicative details. For Policy details, please refer to Quest Global QMS on intranet. The ownership and right for implementation of these policies rests with Quest Global alone. Quest Global reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

**Quest Global Engineering Services Private Limited**

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Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

**Reg. office:** AEQUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India

## About Quest Global

We are Quest Global. We're in the business of engineering, but what we're really building is a brighter future. It's not just what we do, but why we do it that makes us different. We believe engineering has the unique opportunity to solve the problems of today that stand in the way of tomorrow. For 25 years, we have strived to be the most trusted partner for the world's hardest engineering problems. As a global organization headquartered in Singapore, we live and work in 17 countries, with 56 global delivery centers, driven by 13,000+ extraordinary employees who make the impossible possible every day.

Quest Global brings deep industry knowledge and digital expertise to deliver end to end global product engineering services. We bring together technologies and industries alongside the contributions of diverse individuals and their areas of expertise to solve problems better, faster. This multi-dimensional approach enables us to solve the most important and large-scale challenges across the Aerospace & Defense, Automotive, Energy, Hi-Tech, Healthcare, Medical Devices, Rail and Semiconductor industries.



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Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

Reg. office: AEQUS Special Economic Zone, NO.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum 591245, Karnataka, India





sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Recruit CRM – Campus Placement 2022 - SCMS School of Engineering and Technology

Jayanand B <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Fri, Sep 23, 2022 at 9:16 AM

----- Forwarded message -----

From: **Baisali Biswas** <baisali@recruitcrm.io>

Date: Thu, Sep 22, 2022 at 4:37 PM

Subject: Re: Recruit CRM – Campus Placement 2022 - SCMS School of Engineering and Technology

To: Jayanand B <jayanand@scmsgroup.org>

Dear Sir,

This candidate got selected for the position of Trainee Software Engineer at Recruit CRM. But, he wants to join on 2nd Jan 2023.

Pratyush Nair	<a href="mailto:pratyushnair01@gmail.com">pratyushnair01@gmail.com</a>	7902622462	SCMS School of Engineering and Technology
---------------	--	------------	---

**Baisali Biswas**

TA Team

Recruit CRM

[recruitcrm.io](http://recruitcrm.io)



On Wed, 2 Mar 2022 at 10:14, Baisali Biswas <baisali@recruitcrm.io> wrote:

Dear Team,

Thank you so much for your cooperation.

Regards,  
Baisali Biswas

On Wed, 2 Mar 2022 at 09:56, Jayanand B <jayanand@scmsgroup.org> wrote:

Dear Sir,

Greetings from SCMS School of Engineering and Technology.

Thank you very much for your mail regarding recruitment of Trainee Software Engineers. We have shared this information with our students and they would be submitting their details using the link provided.

Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.  
Mob 94474442427

[Quoted text hidden]





sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: RedBlack Software - Campus hiring**

---

**Jayanand B** <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Wed, Nov 30, 2022 at 9:49 AM

----- Forwarded message -----

From: **Arun D Kumar** <arun.dkumar@redblacksoftware.com>  
Date: Tue, Nov 29, 2022 at 5:31 PM  
Subject: RE: [EXTERNAL] Re: RedBlack Software - Campus hiring  
To: Jayanand B <jayanand@scmsgroup.org>

Hi Jayanand,

As discussed, Below students have been offered by RedBlack Software.

Annmary Jacob
Jomish S Chiramel
Aditya Mukundan
SREELAKSHMI V MENON
Fitha Nazar
Rijas Sali

**Thanks**

Arun D Kumar

[Quoted text hidden]

[Quoted text hidden]



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: Final Selections for SmartSOCS**

---

**Jayanand B** <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Mon, Dec 12, 2022 at 6:25 PM

----- Forwarded message -----

From: **Annu Alina** <annu@smartsocs.com>  
Date: Mon, Dec 12, 2022 at 12:29 PM  
Subject: Final Selections for SmartSOCS  
To: Jayanand B <jayanand@scmsgroup.org>  
Cc: Tharika Tojo <tharika.tojo@smartsocs.com>

Hi,

Greetings from SmartSOCS!!!

Here is the final list of selected candidates from your college for SmartSOCS. Please block and make sure that these selects are not attending other drives. We will be releasing the offer letter for the selected students within 2 days time.

Aparna Rajeev
---------------

Albert George
---------------

Thank you team for the coordination and support . Looking forward to working with you more for the coming years.

**Regards,**  
**Annu Alina | 08129047463**  
**Talent Development Manager||SmartSoc Solutions.**

--

Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.



**Date: - December 15, 2022**

To Aparna Rajeev  
Bangalore.

Subject: Letter of Intent for Training & Employment Details

Dear Aparna,

**Congratulations!!**

With Reference to the interviews conducted by **SmartSoC Solutions Pvt Ltd.**, we are pleased to inform you that you have been selected and extend the letter of intent reflecting employment with our organization as **Trainee Engineer**.

You are requested to join us from **February 2023**. Your joining would be subject to agreeing and accepting of Training agreement and pre joining requirements as applicable.

Your annual CTC from the date of joining as a fulltime employee will be **INR Rs. 6,00,000/- (Rupees Six Lakh Only)**. The breakup of the same will be as given in the Appointment Letter. Tax will be applicable as per the prevalent Income Tax Rules.

The details pertaining to your remuneration are confidential and may strictly be treated as such.

Further details like the venue, date, etc., for training will be notified in due course of time with sufficient time for preparation.

If you have any other queries, please feel free to contact the HR team.

E-mail ID: [hr@smartsocs.com](mailto:hr@smartsocs.com)

Our letter of intent reflects our belief that you have the ability, commitment, and desire to grow with us. We hope you will enjoy making your very own special contribution to the continued success of the company.

Note: - The above CTC mentioned would be applicable once converted to fulltime employment which would be based on the performance during the internship period.

We look forward to welcoming you at SmartSoC.

Thank You,  
For SmartSoC Solutions Pvt. Ltd.,

Asish Mishra  
Asish Mishra  
Human Resource



sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Selected Student for 22-2023 || SCMS / SOTI India

**SSET Placement** <sset.placement@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.  
Mob : 9447442427

----- Forwarded message -----

From: **George Oommen** <George.Oommen@soti.net>  
Date: Tue, Oct 11, 2022 at 3:50 PM  
Subject: RE: Selected Student for 22-2023 || SCMS / SOTI India  
To: SSET Placement <sset.placement@scmsgroup.org>  
Cc: Arjama Chhetry <Arjama.Chhetry@soti.net>

Dear Jayanand

Greeting from SOTI!

Congratulations! 🎉🎉

It is my pleasure to announce the names of those candidates who are selected. I am releasing the list on a priority basis to ensure that they join SOTI. Kindly confirm the receipt and do the needful to rese

Please consider this email as confirmation of their selection.

Email Address	First Name	Last Name	MOBILE 1	GENDER	COLLEGE NAME	PREFERRED WORK LOCATION	YEAR OF PASSING	Role
febinalex23@gmail.com	Febin	Alex	9446999390	MALE	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	KOCHI	2023	DEVELC

--

Regards

**George Oommen**, Senior Manager - People & Culture | SOTI Inc | Mobile: +91 9947007430 | [george.oommen@soti.net](mailto:george.oommen@soti.net) | [soti.net](http://soti.net) | [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)

This e-mail is confidential and is intended solely for the use of the addressee(s). Content is not to be relied upon by any person other than the addressee(s), without prior written approval of SOTI. If you are not the intended recipient, please notify us immediately, destroy any copies and delete from your computer systems. If you have received this e-mail in error, any use, disclosure, dissemination or responsibility is accepted by SOTI for any loss or damage arising in any way from the receipt or use therein.

**From:** George Oommen  
**Sent:** 24 September 2022 00:36  
**To:** 'SSET Placement' <sset.placement@scmsgroup.org>  
**Subject:** RE: Shortlisted Candidates\_SCMS / SOTI Campus Drive

Dear Sir

Greetings from SOTI.

After a series of internal deliberation, we at SOTI have decided to have an in-person interviews for selected students on 27<sup>th</sup> September 2022.

We kindly request you to convey this to all the selected candidates as in to make themselves available as per the date and time mentioned here below.

Email Address	First Name	Last Name	MOBILE 1	MOBILE 2	GENDER	COLLEGE NAME
febinalex23@gmail.com	Febin	Alex	9446999390	9446999390	MALE	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

Thank you for your support. Looking forward to a mutually beneficial association. 😊

Should you have any questions pls feel free to revert.

--

Regards

**George Oommen**, Senior Manager - People & Culture | SOTI Inc | Mobile: +91 9947007430 | [george.oommen@soti.net](mailto:george.oommen@soti.net) | [soti.net](http://soti.net) | [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)

This e-mail is confidential and is intended solely for the use of the addressee(s). Content is not to be relied upon by any person other than the addressee(s), without prior written approval of SOTI. If you are not the intended recipient, please notify us immediately, destroy any copies and delete from your computer systems. If you have received this e-mail in error, any use, disclosure, dissemination or responsibility is accepted by SOTI for any loss or damage arising in any way from the receipt or use therein.

**From:** SSET Placement <[sset.placement@scmsgroup.org](mailto:sset.placement@scmsgroup.org)>  
**Sent:** 17 September 2022 13:41  
**To:** George Oommen <[George.Oommen@soti.net](mailto:George.Oommen@soti.net)>  
**Subject:** Fwd: Shortlisted Candidates\_SCMS / SOTI Campus Drive

\*\*\*\* EXTERNAL EMAIL - USE CAUTION WHEN CLICKING LINKS OR OPENING ATTACHMENT FROM /

Dear Sir,

Greetings.

Thank you very much for giving us the update on the placement. We shall instruct the shortlisted students accordingly.

Regards,

Jayanand B,  
 Placement in Charge,  
 SCMS School of Engineering and Technology,  
 Ernakulam.  
 Mob : 9447442427

----- Forwarded message -----

**From:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>  
**Date:** Sat, Sep 17, 2022 at 1:33 PM  
**Subject:** Fwd: Shortlisted Candidates\_SCMS / SOTI Campus Drive  
**To:** <[sset.placement@scmsgroup.org](mailto:sset.placement@scmsgroup.org)>

----- Forwarded message -----

**From:** George Oommen <[George.Oommen@soti.net](mailto:George.Oommen@soti.net)>  
**Date:** Sat, Sep 17, 2022 at 1:06 PM  
**Subject:** Shortlisted Candidates\_SCMS / SOTI Campus Drive  
**To:** SSET <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>  
**Cc:** Arjama Chhetry <[Arjama.Chhetry@soti.net](mailto:Arjama.Chhetry@soti.net)>

Dear Sir

Greetings from SOTI! Hope you are keeping well.

We are pleased to inform you that the students registered from your college/institution, who did appear for the online test have been shortlisted for the second round i.e., the panel interview for your perusal.

We kindly request you to convey this to all the selected candidates as in to make themselves available as per the date and time mentioned here below.

**Panel Interview Dates: 19<sup>th</sup> – 23<sup>rd</sup> of September 2022.**

**Interview Time: 8:00 AM – 8:00 PM**

Email Address	First Name	Last Name	MOBILE 1	MOBILE 2	GENDER	COLLEGE NAME	PREFERRED WORKING PLACE
<a href="mailto:athulvnair2001@gmail.com">athulvnair2001@gmail.com</a>	ATHUL	V NAIR	8156941130	8156941130	MALE	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	KOCHI
<a href="mailto:abayrajum@gmail.com">abayrajum@gmail.com</a>	Abay	Raju M	9747221112	9747221112	MALE	SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY	KOCHI

Once again, a hearty congratulations to all the selected candidates. Looking forward to a mutually beneficial long-term association.

Have a pleasant day ahead.

--

Regards

10/11/22, 3:59 PM

SCMS Group of Institutions Mail - Fwd: Selected Student for 22-2023 || SCMS / SOTI India

**George Oommen**, Senior Manager - People & Culture | SOTI Inc | Mobile: +91 9947007430 | [george.oommen@soti.net](mailto:george.oommen@soti.net) | [soti.net](http://soti.net) | [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)

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**Date:** 20/10/2022

**Name:** Febin Alex

**Address:** TC 2/3398(11), CRRR E-49,  
CHALAKUZHY E -LANE,  
PATTOM P O, THIRUVANANTHAPURAM,  
KERALA - 695004

## Offer of Employment

Dear Febin Alex

We are pleased to offer you the position of **Associate Software Developer** at **KOCHI - Kerala**. This is a permanent position with a **3 months probationary period** and is subject to a satisfactory background verification, references and acceptance of terms and conditions as stipulated in the employment contract.

You shall join us on or before **10<sup>th</sup> July 2023**. A formal employment contract detailing the employment terms and conditions will be issued to you on completion of joining formalities. On the first day of joining, you are requested to produce the following documents in original along with a copy of each:

1. Educational Certificates
2. PAN Card copy
3. Aadhar Card
4. Passport copy
5. Latest passport size colored photo - 2

As a confirmation of your acceptance, please sign a copy of this offer and email it to us.

We look forward to having you on board soon.

Regards,

For SOTI India Private Limited



**George Oommen**

Senior Manager - People & Culture

## Salary Annexure

Employee Name	Febin Alex	
Date of Offer	20/10/2022	
Business Title	Associate Software Developer	
<b>Fixed Pay</b>		
<b>Components</b>	<b>Annual</b>	<b>Paid Monthly</b>
Basic Salary	300,000	25,000
House Rent Allowance	120,000	10,000
Leave Travel Allowance	40,000	3,333
Meal Vouchers	26,400	2,200
Books and Periodicals	30,000	2,500
Fuel & Car Maintenance	21,600	1,800
Driver Salary	10,800	900
Gift Vouchers	5,000	417
Professional Pursuits/Training	30,000	2,500
Mobile and Internet Allowance	30,000	2,500
Special Allowance	100,200	8,350
Provident Fund (Employer)	36,000	3,000
<b>Cost to the Company</b>	<b>750,000</b>	<b>62,500</b>
Gratuity	Payable as per Gratuity Act 1972	
- Income tax is not calculated		
- Employees' contribution towards PF will be deducted from the gross salary		
- Medical Insurance premium is co-paid and employee share will be deducted once a year from the gross salary. The premium amount may vary yearly subject to changes in company policy.		

For SOTI India Private Limited



**George Oommen**  
Senior Manager - People & Culture



## 1 ADDITIONAL COMPENSATION

Depending on the nature of your employment, you may be eligible to receive additional compensation in the following way:

- a) *Discretionary Reward*: By way of a discretionary performance-based reward, subject to the achievement of financial objectives established by SOTI's Finance Department. You understand and agree that the amount of the reward, if any, and its payment on the part of SOTI, is entirely discretionary and is based on a recommendation by your manager and the formal approval by the senior leadership team of SOTI. There is no guarantee of any reward of any amount in any particular year. Under no circumstances should any reward be considered part of your wages or other regular employment compensation. Reward eligibility is not considered to have been earned until such time as it is paid out. You must be actively employed by SOTI at the time of payout in order to qualify for the payout.

## 2 BENEFITS

Upon joining SOTI, you will be eligible for the following entitlements and benefits:

- a) *Leaves*:
  - *Earned leaves* : 15 days in a calendar year
  - *Sick leaves* : 7 days in a calendar year
  - *Casual leaves* : 7 days in a calendar year
- b) *Group Medisclaim Insurance Coverage* : Employee & Spouse along with 2 dependent kids and parents/parents in-law covered from day 1 of joining.
- c) *Personal Accident Coverage* : Employee covered from day 1 of joining
- d) *Term Life Insurance Coverage* : Employee covered from day 1 of joining

I confirm acceptance to the above offer and am available to take-up this employment on the \_\_\_\_\_.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

For SOTI India Private Limited



**George Oommen**

Senior Manager - People & Culture



sset last name &lt;sset@scmsgroup.org&gt;

---

**Speridian Campus Placements - 2023- Final results.**

3 messages

**Placement Dept ToCH** <placement@tistcochin.edu.in>

Mon, Nov 28, 2022 at 8:37 PM

To: Placement cell <pc@mgits.ac.in>, Placement Cell FISAT <placements@fisat.ac.in>, ilahia icet <placement@icet.ac.in>, placement Cell ASIET <placement@adishankara.ac.in>, Jenty Joy <jentyjoy@mbits.edu.in>, SSET <sset@scmsgroup.org>, "Dept. of Training & Placement, M. G. University College of Engineering, Thodupuzha" <placement@ucet.ac.in>

Dear Sir,

Please find the attached final result of Speridian Campus Recruitment.

Hi Sir,

Greetings from Speridian!!!

We are happy to inform you that the attached list of candidates has been selected in the final round of interview in the Speridian Campus Drive 2023 at TocH Institute of Science & Technology on 25<sup>th</sup> Nov 2022.

Congratulations to the talents!!!!

We are extremely thankful for your support and hospitality.

We will come back to you on the offer updates soon.

Looking forward to your continuous support.

*Thanks and Regards,***Mr. Varghese Scaria | Placement Officer****Dept. of Training & Placement**

Arakkunnam | Ernakulam | Kerala | 682313 IN

+91 9496679632 | 9539321777 ☎ +91 484 2748388 | Ext. 274

visit us tistcochin.edu.in



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 **Speridian Campus 2023 - Toc H Final results.xlsx**  
11K**placement Cell ASIET** <placement@adishankara.ac.in>

Mon, Nov 28, 2022 at 9:00 PM

To: Placement Dept ToCH &lt;placement@tistcochin.edu.in&gt;

11/29/22, 10:26 AM

SCMS Group of Institutions Mail - Speridian Campus Placements - 2023- Final results.

Cc: Placement cell <pc@mgits.ac.in>, Placement Cell FISAT <placements@fisat.ac.in>, ilahia icet <placement@icet.ac.in>, Jenty Joy <jentyjoy@mbits.edu.in>, SSET <sset@scmsgroup.org>, "Dept. of Training & Placement, M. G. University College of Engineering, Thodupuzha" <placement@ucet.ac.in>

Thanks a lot.

[Quoted text hidden]

---

**SSET** <sset@scmsgroup.org>  
To: antrinsanthosh1@gmail.com

Mon, Nov 28, 2022 at 3:43 PM

Dear Antrin,  
Congrats  
Placements  
SSET

[Quoted text hidden]



**Speridian Campus 2023 - Toc H Final results.xlsx**

11K

#	Mrs/Ms	FIRST NAME	LAST NAME	COLLEGE	BRANCH	C
1	Mr	Alan	Martin	Toc H Institute of Science and Technology	CSE	
2	Mr	Nidhin	Nandakumar	Toc H Institute of Science and Technology	CSE	
3	Ms	Lakshmi	Sathya Kumar	Toc H Institute of Science and Technology	CSE	
4	Ms	Lina	Anil	Toc H Institute of Science and Technology	CSE	
5	Mr	Adwaith	S	Toc H Institute of Science and Technology	ECE	
6	Mr	Sreesankar	B	Toc H Institute of Science and Technology	Electrical and Au	
7	Mr	Jerry	Vincent	St. Joseph's Institute of Technology and Science	CSE	
8	Ms	Alphet	Maria Baby	St. Joseph's Institute of Technology and Science	CSE	
9	Mr	ASWIN	REXY	General Institute of Science And Technology (FIS)	CSE	
10	Mr	EMMANUEL	JOSE	General Institute of Science And Technology (FIS)	MCA	
11	Mr	H	Vishal	St. Ann's Institute of Engineering and Technology,	CSE	
12	Ms	Hamna	Hassan VM	St. Ann's Institute of Engineering and Technology,	CSE	
13	Mr	Appu	V A	St. Ann's Institute of Engineering and Technology,	CSE	
14	Ms	Merin	james	St. Ann's Institute of Engineering and Technology,	CSE	
15	Mr.	S	hankarakrishna	St. Ann's Institute of Engineering and Technology,	CSE	
16	Ms.	Meenakshy	Anil	UCE THODUPUZHA	CSE	
17	Mr.	Abhijith	Pillai	UCE THODUPUZHA	CSE	
18	Mr.	Antrin	Santhosh	SCMS School of Engineering and Technology	CSE	

**T NO :**



# SURACSH

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30/June/2023

SFPL/HR/22 -23/51

To,

**Mr. Avinash T G**

**Thottiparambil, Keerthanam**

**Christ College Road,**

**Irinjalakuda**

**Thrissur – 680125**

**Subject: Offer Letter from M/S Suracsh Filters Pvt. Ltd. towards the role of Graduate**

**Engineer Trainee**

**Dear Mr. Avinash T G,**

With reference to your application for employment and subsequent interview, we are pleased to appoint you as **Graduate Engineer Trainee**, commencing from **05<sup>th</sup> July 2023**. Your initial place of posting will be at our **Suracsh Filters Pvt Ltd, Kalamassery**. You are required to report for joining service at the address mentioned above. Your salary and other benefits will be as set out in annexure – 1, which is part of this letter.

1. You will be reporting to **Mr. Hans M H, Chief Of Operations, Suracsh Filters Pvt. Ltd.** and **Razin Rahman, Managing Director, Suracsh Filters Pvt Ltd.** Or any other person nominated by him in this regard for the performance of your duties.
2. You will be on probation for a period of One Year (1) from the date of joining service. Your performance during the probation period will be assessed by your superiors and if found competent and suitable, your employment with us will be confirmed by issuing a conformation of service letter. If not found fully competent for the assigned function your probation could be extended for further durations as decided by the management.
3. Your duties include efficient satisfactory and economical operation in the area of responsibility which may be assigned to you from time to time. As an employee of this company, you will maintain a high standard of discipline, efficiency, integrity and will coordinate with other employees / workers and sincerely abide by the instructions of your superior(s). Your job role includes; but not limited to :-

Registered Office:

**Suracsh Filters Pvt. Ltd**

Narayan Asan Road, Opp. Gold Souk, Vyttila, Cochin - 682019, INDIA

Ph: 0484 2806717 | mail@suracshfilters.com | www.suracsh.com

Factory Address:

**Suracsh Filters Pvt. Ltd**

NIDA, Kanjikode, Palakkad- 678621, Kerala, India.



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- Involvement in designing and developing of mechanical components, systems etc using computer-aided design (CAD) software.
- Involvement on optimizing the production processes and systems.
- Maintain and improve the quality standards of products or processes.
- Involvement in developing new technologies, products, or processes.
- Improving the technical knowledge & thereby promoting the sales & assist the team on preparation.
- Act as the technical expert and consultant for customers, understanding their needs and recommending appropriate solutions.
- Collaborate with the sales team to identify new business opportunities, generate leads, and qualify prospects.
- Stay updated on industry trends, market conditions, and competitive landscape to effectively position our products or services in the market.
- Continuously enhance your technical knowledge and skills through self-learning, training programs, and certifications

The management will be within its rights to transfer you for work or loan your services to any other unit / division / department where the management of the company has an office or branch or unit or site for work either at present or may have at any time in future. On transfer, loan or deputation, the terms and conditions of your employment will remain as specified in this letter.

4. You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work either in a paid or honorary capacity.

5. That you will not, during the period of this agreement, work directly or indirectly in any trade or business either as employer or partner or advisor or in any other capacity.

6. Your appointment is being made on the basis of your particulars such as experience, qualifications, etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice. You are requested to present all the copies of the documents related to your experience and qualification at the time of Joining. Additionally, the following documents are also required;

- a. Aadhar copy.
- b. Passport size photograph.
- c. Alternate contact no.
- d. Permanent residence proof.

7. You are entitled to 12 working days of paid Sick leave, Casual leave & 12 days of Earned leave each as per the HR policy.

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8. Accumulation of leave earned shall be in accordance with company policy. However, in case of resignation from your side, the leaves pending can be offset against your notice period which will stand reduced accordingly.

9. The company shall notify a list of declared holidays in the beginning of each year. For the purposes of this clause, the Holiday year shall be 1<sup>st</sup> January to 31<sup>st</sup> December.

10. That during the tenure of your employment, your accommodation, food, transportation or any other similar benefits shall be as per the HR Policy. You will be entitled for monthly CTC of Rs.15000.

11. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you.

12. In case there is any change in your residential address, you will intimate the same in writing to the HR Department / Manager of the Company within 3 days from the date of such change and get such change of address recorded.

13. While you are in service of the Company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of service with the company, you shall return all documents, books, papers relating to the affairs of the company, purchased with the company's money, which may have come to you, and also any property of the company in your possession.

14. You shall be just and faithful to the Company in all matters and shall not at any time except under legal process, divulge to any person whosoever and shall use your best endeavors to prevent the publication or disclosure of any trade secret or manufacturing process or any information concerning or in respect of any decision of the company or of its dealings, transactions, or affairs which may come to your knowledge.

15. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information relating to the business of the company which may be known to you or confided only in a duly authorized manner in the interest of the company. For the purposes of this clause 'confidential information' means information about the Company's business and that of its customers which may not be available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projectors, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such confidential information.

Registered Office:

**Suracsh Filters Pvt. Ltd**

Narayan Asan Road, Opp. Gold Souk, Vyttila, Cochin - 682019, INDIA

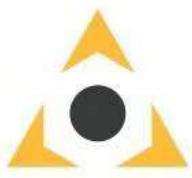
Ph: 0484 2806717 | mail@suracshfilters.com | www.suracsh.com

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**Suracsh Filters Pvt. Ltd**

NIDA, Kanjikode, Palakkad- 678621, Kerala, India.





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16. If at any time, during your employment, you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this agreement or dereliction of the duties and / Or instructions given to you from time to time by the company, the company may without prejudice to any other action as may be called for, without any notice or payment in lieu of any notice, put an end to and determine the employment of you with the company. You shall be deemed to have brought about such a situation by your misconduct compelling the company to put an end to your service and you shall, therefore, continue to be liable for all losses / damages to the Company.

17. It is mandatory for you to serve one month notice or to pay salary in lieu of notice, in case you desire to leave and/or resign from the service of the company after the Confirmation of your services.

18. One month notice or salary in lieu of one month's notice will be payable by the company if your services are terminated after the confirmation of services.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter and schedule – 1 in token of your having understood and having accepted the same and return the same.

Yours faithfully,

**For Suracsh Filters Pvt Ltd**

**Hans MH**  
**Chief of Operations**



**DECLARATION**

I have read/understood the above terms and conditions and agree to abide by them.

(Signature)

(Name)

Dated

Registered Office:

**Suracsh Filters Pvt. Ltd**

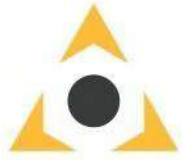
Narayan Asan Road, Opp. Gold Souk, Vyttila, Cochin - 682019, INDIA

Ph: 0484 2806717 | mail@suracshfilters.com | www.suracsh.com

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# SURACSH

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30/June/2023

SFPL/HR/22 -23/52

To,

**Mr. Aswin Surendran**  
**Vadassery House**  
**Nursery School Road,**  
**Ponnuruni East, Vytilla P O**  
**Ernakulam – 682019**

**Subject: Offer Letter from M/S Suracsh Filters Pvt. Ltd. towards the role of Graduate**

**Engineer Trainee**

**Dear Mr. Aswin,**

With reference to your application for employment and subsequent interview, we are pleased to appoint you as **Graduate Engineer Trainee**, commencing from **05<sup>th</sup> July 2023**. Your initial place of posting will be at our **Suracsh Filters Pvt Ltd, Kalamassery**. You are required to report for joining service at the address mentioned above. Your salary and other benefits will be as set out in annexure – 1, which is part of this letter.

1. You will be reporting to **Mr. Hans M H, Chief Of Operations, Suracsh Filters Pvt. Ltd.** and **Razin Rahman, Managing Director, Suracsh Filters Pvt Ltd.** Or any other person nominated by him in this regard for the performance of your duties.
2. You will be on probation for a period of One Year (1) from the date of joining service. Your performance during the probation period will be assessed by your superiors and if found competent and suitable, your employment with us will be confirmed by issuing a conformation of service letter. If not found fully competent for the assigned function your probation could be extended for further durations as decided by the management.
3. Your duties include efficient satisfactory and economical operation in the area of responsibility which may be assigned to you from time to time. As an employee of this company, you will maintain a high standard of discipline, efficiency, integrity and will coordinate with other employees / workers and sincerely abide by the instructions of your superior(s). Your job role includes; but not limited to :-

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- Involvement in designing and developing of mechanical components, systems etc using computer-aided design (CAD) software.
- Involvement on optimizing the production processes and systems.
- Maintain and improve the quality standards of products or processes.
- Involvement in developing new technologies, products, or processes.
- Improving the technical knowledge & thereby promoting the sales & assist the team on preparation.
- Act as the technical expert and consultant for customers, understanding their needs and recommending appropriate solutions.
- Collaborate with the sales team to identify new business opportunities, generate leads, and qualify prospects.
- Stay updated on industry trends, market conditions, and competitive landscape to effectively position our products or services in the market.
- Continuously enhance your technical knowledge and skills through self-learning, training programs, and certifications

The management will be within its rights to transfer you for work or loan your services to any other unit / division / department where the management of the company has an office or branch or unit or site for work either at present or may have at any time in future. On transfer, loan or deputation, the terms and conditions of your employment will remain as specified in this letter.

4. You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work either in a paid or honorary capacity.

5. That you will not, during the period of this agreement, work directly or indirectly in any trade or business either as employer or partner or advisor or in any other capacity.

6. Your appointment is being made on the basis of your particulars such as experience, qualifications, etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice. You are requested to present all the copies of the documents related to your experience and qualification at the time of Joining. Additionally, the following documents are also required;

- a. Aadhar copy.
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13. While you are in service of the Company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of service with the company, you shall return all documents, books, papers relating to the affairs of the company, purchased with the company's money, which may have come to you, and also any property of the company in your possession.

14. You shall be just and faithful to the Company in all matters and shall not at any time except under legal process, divulge to any person whosoever and shall use your best endeavors to prevent the publication or disclosure of any trade secret or manufacturing process or any information concerning or in respect of any decision of the company or of its dealings, transactions, or affairs which may come to your knowledge.

15. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information relating to the business of the company which may be known to you or confided only in a duly authorized manner in the interest of the company. For the purposes of this clause 'confidential information' means information about the Company's business and that of its customers which may not be available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projectors, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such confidential information.

Registered Office:

**Suracsh Filters Pvt. Ltd**

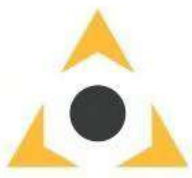
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# SURACSH

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16. If at any time, during your employment, you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this agreement or dereliction of the duties and / Or instructions given to you from time to time by the company, the company may without prejudice to any other action as may be called for, without any notice or payment in lieu of any notice, put an end to and determine the employment of you with the company. You shall be deemed to have brought about such a situation by your misconduct compelling the company to put an end to your service and you shall, therefore, continue to be liable for all losses / damages to the Company.

17. It is mandatory for you to serve one month notice or to pay salary in lieu of notice, in case you desire to leave and/or resign from the service of the company after the Confirmation of your services.

18. One month notice or salary in lieu of one month's notice will be payable by the company if your services are terminated after the confirmation of services.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter and schedule – 1 in token of your having understood and having accepted the same and return the same.

Yours faithfully,

**For Suracsh Filters Pvt Ltd**

**Hans MH**  
**Chief of Operations**



**DECLARATION**

I have read/understood the above terms and conditions and agree to abide by them.

(Signature)

(Name)

Dated

Registered Office:

**Suracsh Filters Pvt. Ltd**

Narayan Asan Road, Opp. Gold Souk, Vyttila, Cochin - 682019, INDIA

Ph: 0484 2806717 | mail@suracshfilters.com | www.suracsh.com

Factory Address:

**Suracsh Filters Pvt. Ltd**

NIDA, Kanjikode, Palakkad- 678621, Kerala, India.

**SSET Placement** <sset.placement@scmsgroup.org>

---

## Placement Confirmation

3 messages

**Human Resource** <hr@suracsh.com>

Sat, Jun 3, 2023 at 1:01 PM

To: ssetplacement &lt;sset.placement@scmsgroup.org&gt;

Cc: Razin Rahman &lt;razin@suracsh.com&gt;, Hans M H &lt;hans@suracsh.com&gt;

Dear Asha Madam,

Greetings for the day !!!

We are pleased to inform you that the following students have been selected from your campus for the post of Graduate Engineer Trainee.

Avinash T G  
Ashwin Surendran

Their joining date will be July 3rd, 2023 at our office premises in Suracsh Filters Pvt Ltd , Kerala Technology Innovation Zone.

We assure you that we will provide a supportive and enriching environment for the students, allowing them to gain valuable practical experience and apply their academic knowledge. We understand the importance of maintaining a strong partnership between academic institutions and the industry, and we are committed to ensuring a mutually beneficial placement experience.

We recognize the significance of the partnership between academic institutions and the industry, and we are committed to fostering this collaboration. It is our aim to contribute to the holistic development of students and prepare them for their future careers.

Thank you for your cooperation and support.

Regards



Harisankar Raja

HR CUM ADMIN

Suracsh Filters Pvt Ltd

m: +919846165979

w: www.suracsh.com

e: [hr@suracsh.com](mailto:hr@suracsh.com)a: Narayanan Asan Road, Vytilla,  
Cochin-19

---

**SSET Placement** <sset.placement@scmsgroup.org>

Sat, Jun 3, 2023 at 2:41 PM

To: Human Resource &lt;hr@suracsh.com&gt;

Cc: Razin Rahman &lt;razin@suracsh.com&gt;, Hans M H &lt;hans@suracsh.com&gt;

Bcc: sureshkumar &lt;sureshkumar@scmsgroup.org&gt;

Dear Sir,

Thank you to the whole team at Suracsh Filters Pvt. Ltd. We are honoured to have our students be part of your team.

We will get back on the joining dates after looking at the academic schedule.

Once again thanking you and best wishes to the team.

Regards,  
Dr. Sureshkumar V  
Placement  
Team  
SSET

[Quoted text hidden]

--  
Thanks and Regards,

Dr.Sureshkumar V,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.

---

**SSET Placement** <sset.placement@scmsgroup.org>  
To: avinashtg88@gmail.com, aswin.surendran977@gmail.com

Sat, Jun 3, 2023 at 2:43 PM

Congratulations

[Quoted text hidden]

[Quoted text hidden]



## SCMS School of Engineering and Technology- Congratulations to the Selected Candidates 2023

2 messages

**Silviya Thankachan** <Silviya.Thankachan@sutherlandglobal.com>  
 To: "sset@scmsgroup.org" <sset@scmsgroup.org>  
 Cc: "jayanand@scmsgroup.org" <jayanand@scmsgroup.org>

Wed, N

Dear Dr. Jayanand B,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the virtual campus drive for your institution . I'm here by attaching the letter of intent and mentioning the details of those vibrant minds who have cleared rounds of interviews & have been shortlisted as an "Associate" . Our Hearty Congratulations to the shortlisted Candidates.

Non voice assessment are yet to be evaluated, will share the results of non-voice after the assessment evaluation. Thanks again for the great support from the placement team.

S.No	Program	Department	Stream	First Name	Middle Name	Last Name	Primary Number	Alternate Number	Ema
1	Engineering	B Tech	Electrical and Electronics Engineering	Arjun	Anil	Kumar	8129219701	6238759704	<a href="#">arjunanil288</a>
2	Engineering	B Tech	Civil Engineering	Muthu	B	Shanavas	9496970873	9496970873	<a href="#">mbs2132000</a>
3	Engineering	B Tech	Mechanical Engineering	Aswin	.	Surendran	9497530625	9995114373	<a href="#">aswin.surendran</a>
4	Engineering	B Tech	Computer Science	Vyshnav	K	Vinodh	7012400327	8086419494	<a href="#">vyshnavkinoc</a>
5	Engineering	B Tech	Computer Science	Amalna	K	Harish	7511103189	9847444330	<a href="#">amalnaharist</a>
6	Engineering	B Tech	Mechanical Engineering	Nawjyoth	.	Madhav	8157881045	8129697422	<a href="#">Nawjusuresh</a>
7	Engineering	B Tech	Computer Science	Akhila	Suresh	Babu	7994997896	6235294597	<a href="#">akhila.dulce20</a>
8	Engineering	B Tech	Computer Science	Mohammed	Shahabas	E V	7736381687	9847162780	<a href="#">shahabasev7</a>
9	Engineering	B Tech	Civil Engineering	Jeslin	Maria	Jacob	7994740269	9495026340	<a href="#">jeslinmariajac</a>
10	Engineering	B Tech	Computer Science	Jahana	Nil	Jabbar	9746666028	8547775778	<a href="#">jahanajabbar</a>
11	Engineering	B Tech	Mechanical Engineering	Shiva	Suresh	V	8921353559	8281431230	<a href="#">shivasanju201</a>
12	Engineering	B Tech	Electronica and Communication Engineering	Rohith	-	Sreenivasan	6238844869	9446165645	<a href="#">rohithkana200</a>
13	Engineering	B Tech	Computer Science	Amal	.	Rajesh	9946718136	9846111144	<a href="#">amalrajesh30</a>
14	Engineering	B Tech	Computer Science	Jomish	S	Chiramel	9061076460	9947920962	<a href="#">jomishshajaha</a>

Thanks&amp; Regards,

**Silviya Thankachan**  
Talent Acquisition





SUTHERLAND

E: [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)

---

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**SCMS-Voice-LOI.zip**  
2784K

---

**SSET** <[sset@scmsgroup.org](mailto:sset@scmsgroup.org)>

To: Silviya Thankachan <[Silviya.Thankachan@sutherlandglobal.com](mailto:Silviya.Thankachan@sutherlandglobal.com)>

Cc: "jayanand@scmsgroup.org" <[jayanand@scmsgroup.org](mailto:jayanand@scmsgroup.org)>

Wed, Nov 16, 2022 at 1:47 PM

Dear Madam,

Thank you for the opportunity given to our students and for including them in your enterprising team.

Regards,  
Prof. Jayanand B  
Placements  
SSET

[Quoted text hidden]



sset last name &lt;sset@scmsgroup.org&gt;

## SCMS School of Engineering and Technology- Congratulations to the Selected Candidates 2023

Silviya Thankachan <Silviya.Thankachan@sutherlandglobal.com>  
 To: "sset@scmsgroup.org" <sset@scmsgroup.org>  
 Cc: "jayanand@scmsgroup.org" <jayanand@scmsgroup.org>

Tue, Dec 6, 2022 at

Dear Dr. Jayanand B,

Greetings from Sutherland!!!

It was indeed a pleasure conducting the virtual campus drive for your institution . I'm hereby attaching the Letter of Intent and mentioning the details of those vibrant minds who have cleared Non voice rounds of interviews & have been shortlisted as an "Associate". Our Hearty Congratulations to the shortlisted Candidates.

S. No.	Department	Stream	First Name	Middle Name	Last Name	Primary Number	Alternate Number	Email ID
1	B Tech	Computer Science	Anjana	NA	Sanjay	7306483423	9349828971	<a href="mailto:anjanasanjay23@gmail.com">anjanasanjay23@gmail.com</a>
2	B Tech	Electronica and Communication Engineering	Gadha	Nil	Sudheer	9847196104	9495320405	<a href="mailto:gadhasdhr@gmail.com">gadhasdhr@gmail.com</a>
3	B Tech	Electronica and Communication Engineering	Niranjan	Santhosh	Kumar	8078021764	9846661764	<a href="mailto:niranjansanthosh016@gmail.com">niranjansanthosh016@gmail.com</a>
4	B Tech	Mechanical Engineering	JITHIN	RAJ	K	9567875342	9895609873	<a href="mailto:jithinraj51@gmail.com">jithinraj51@gmail.com</a>
5	B Tech	Computer Science	ANILA	Nil	C S	6235404498	9656382125	<a href="mailto:anilacs184@gmail.com">anilacs184@gmail.com</a>
6	Computer Application	Computer Application	ANN	MARIYA	CLARINE	7510668331	8606323990	<a href="mailto:annmariyaclarine@gmail.com">annmariyaclarine@gmail.com</a>
7	B Tech	Electronica and Communication Engineering	Sidharth		K S	9.18281E+11	8075056310	<a href="mailto:sidharthaugust17@gmail.com">sidharthaugust17@gmail.com</a>
8	B Tech	Mechanical Engineering	AVINASH	T	G	7559038103	9961870157	<a href="mailto:avinashgtg88@gmail.com">avinashgtg88@gmail.com</a>
9	B Tech	Mechanical Engineering	Sandeep	-	Biju	9645026140	9946640073	<a href="mailto:sandeepbiju2255@gmail.com">sandeepbiju2255@gmail.com</a>
10	B Tech	CSE	Abin		Siby	9567131588		<a href="mailto:abinsiby3028@gmail.com">abinsiby3028@gmail.com</a>

Thanks &amp; Regards,




**Silviya Thankachan**  
 Talent Acquisition  
 SUTHERLAND

E: [silviya.thankachan@sutherlandglobal.com](mailto:silviya.thankachan@sutherlandglobal.com)

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Akhila Suresh Babu,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Amal Rajesh,

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Amalna K Harish,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Arjun Anil Kumar,

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Aswin Surendran,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Jahana Jabbar,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Jeslin Maria Jacob,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Jomish S Chiramel,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Mohammed Shahabas E V,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Muthu B Shanavas,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Nawjyoth Madhav,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Rohith Sreenivasan,

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

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**Dear** Shiva Suresh V,

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Vyshnav K Vinodh,

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Abin Siby,

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Anila C S,

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers is up to 2.50 LPA - The package differs based on the Client, the individual's skill set, and various other selection parameters. Your association with the organization either contractual or permanent will be decided as per business requirements at the time of joining.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photograph
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, and Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,  
**Talent Acquisition**  
**Sutherland**

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**SUTHERLAND®**

**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Anjana Sanjay,

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Ann Mariya Clarine,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Avinash T G,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Gadha Sudheer,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Jithin Raj K,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Niranjan Santhosh Kumar,

**Congratulations!!!**

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an “Associate”. Your employment with us will be established by clearing further rounds of interviews which would be conducted online/remotely or at our Cochin, Kakkanad facility (Technopolis, Plot #1, 6th Floor C-SEZ Kakkanad). The offer letter will be shared with your registered email ID upon the successful completion of your further interviews.

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Sandeep Biju,

**Congratulations!!!**

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**PROVISIONAL OFFER LETTER**

**College Name:** SCMS School of Engineering and Technology

**Date** : 12-11-2022

**Dear** Sidharth K S,

**Congratulations!!!**

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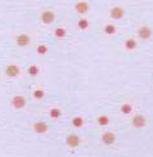
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Tangentup Labs Private Limited

06-02-2023

Dear **Abin Siby**,

We are glad to inform you that subsequent to your application and interview that followed, you are selected for **Internship** with Tangentup Labs Private Limited.

General Terms and Conditions:

1. Your internship will include on the job training which will start on **08-02-2023** for a period of **6 months**.
2. The said period may be extended based on the project requirement and your availability.
3. During your internship, you will be paid a stipend of **INR 20000** per completed month of your internship.
4. You will be entitled for leave as per company's policy during the internship period. Leave requests may be entertained based on the merits of the request and criticality.
5. The normal work timing for your internship shall be 10:00 am to 7:00 pm, Monday till Saturday. However, the same may stretch depending upon project requirements and deliverables.
6. On starting with Tangentup Labs Private Limited as an intern, you shall sign and must adhere to the standard training documents including but not limited to the Confidentiality and Non-Disclosure Agreement.
7. During the course of your internship you will have to make your own arrangements for accommodation as needed.

Please report to our Kalamassery Office at below address on or before your internship starting date:

Tangentup Labs Private Limited  
Near Mattakkad Junction,  
HMT Colony P.O  
Kalamassery - 683503,  
Kerala, India

We are glad to engage you as an intern and are quite sure that it will provide and equip you with necessary skills required for your educational and professional attainment. Should you need any further clarity with respect to your internship in general or any part of this letter, feel free to reach out to the undersigned.

For Tangentup Labs Private Limited.

Akhilesh Jayakumar



Poomthottathil Arcade, Ambadimala, Chottanakkara P.O, Ernakulam, Kerala 682312

[director@tangentup.com](mailto:director@tangentup.com)

CIN: U72900KL2021PTC072325



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222848331/Trivandrum**  
**Date: 19/09/2022**

Mr. Akhil P Saji  
Pereppadan House, Puliyanam P.O., AngamalyPuliyanam,  
Puliyanam Post Office,  
Angamaly-683572,  
Kerala.  
Tel# 91-9745702481

Dear Akhil P Saji,

**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 &

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**TCSL/DT20222848331**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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**TCSL/DT20222848331**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 dependants 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.

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TCSL/DT20222848331

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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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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,

TCS Confidential

TCSL/DT20222848331

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kuzumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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.

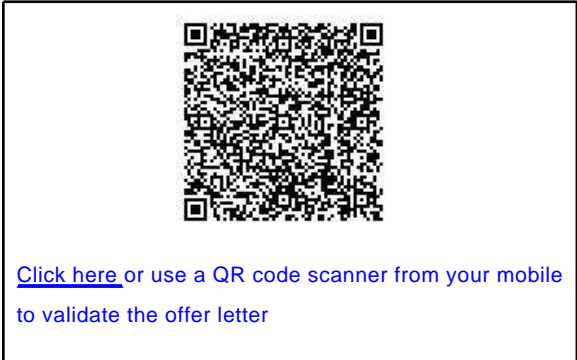
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

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**



- 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>	<b>Akhil P Saji</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**

**Ref: TCSL/DT20223071341/Trivandrum**

**Date: 19/09/2022**

Mr. Aswinkumar Ts  
Thekkoot HouseCompanipady,Pattikad,  
Near 33kv Substation Pattikad,Thrissur,Kerala,  
Thrissur-680652,  
Kerala.  
Tel# 91-9961824055

Dear Aswinkumar Ts,

**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 &

**TCS Confidential**  
**TCSL/DT20223071341**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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**TCSL/DT20223071341**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunmagill PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 dependants 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.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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,

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**TATA CONSULTANCY SERVICES**

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Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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**



- 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>	<b>Aswinkumar Ts</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	





## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20206872589/Trivandrum**  
**Date: 20/09/2022**

Mr. Gowrisankar Menon  
Vatake Menokil,  
Annamanada,  
Chalakkudy-680741,  
Kerala.  
Tel# -9447133909

Dear Gowrisankar Menon,

**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 &

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**TCSL/DT20206872589**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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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 dependants 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.

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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 unauthorizedly 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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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 Sri Lankan 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,

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- 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 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. 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**



- 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>	<b>Gowrisankar Menon</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20222913971/Trivandrum**  
**Date: 19/09/2022**

Mr. Kenas Varghese  
Madassery House, 24 Field Nagar,  
Thiroor,  
Thrissur-680010,  
Kerala.  
Tel# -

Dear Kenas Varghese,

**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 &

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**TCSL/DT20222913971**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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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 dependants 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.

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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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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 Sri Lankan 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,

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**TATA CONSULTANCY SERVICES**

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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**



- 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>	<b>Kenas Varghese</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20222948257/Trivandrum**  
**Date: 19/09/2022**

Mr. Navaneeth Gopalakrishnan  
Moorikkattil HouseKuruppampadi,  
Kottanellur,  
Irinjalakuda-680662,  
Kerala.  
Tel# 91-9447528411

Dear Navaneeth Gopalakrishnan,

**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 &

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**TCSL/DT20222948257**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunniyil PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunmagin PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 dependants 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.

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TCSL/DT20222948257

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



## **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 unauthorizedly 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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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





## 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,

TCS Confidential

TCSL/DT20222948257

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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**



- 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>	<b>Navaneeth Gopalakrishnan</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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.



sset last name &lt;sset@scmsgroup.org&gt;

---

**Fwd: TCS Offer Letter**

2 messages

---

**navaneeth gopalakrishnan** <navaneethgoploo@gmail.com>  
To: sset@scmsgroup.org

Tue, Sep 20, 2022 at 7:29 PM

----- Forwarded message -----

From: **TCS Recruitment - Entry Level** <recruitment.entrylevel@tcs.com>

Date: Mon, Sep 19, 2022, 10:07 PM

Subject: TCS Offer Letter

To: &lt;navaneethgoploo@gmail.com&gt;

Dear **Navaneeth Gopalakrishnan**,

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link: <https://nextstep.tcs.com>.
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.  
Looking forward to hearing from you soon!


For any query, please contact 1800-209-3111(toll free) / [ilp.support@tcs.com](mailto:ilp.support@tcs.com)

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

TCS NextStep (<https://nextstep.tcs.com>) can also be accessed from Android and iPhone.

=====  
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

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711K

**SSET** <sset@scmsgroup.org>

Wed, Sep 21, 2022 at 9:25 PM

To: navaneeth gopalakrishnan <navaneethgoploo@gmail.com>

Dear Navaneeth,  
Thank you and congratulations  
Placements  
SSET  
[Quoted text hidden]



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222948526/Trivandrum**  
**Date: 19/09/2022**

Mr. Pranav Narendran  
Rra 24Ragamalikapuram,  
Kottapuram,  
Thrissur-680004,  
Kerala.  
Tel# -8129941644

Dear Pranav Narendran,

**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 &

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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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 dependants 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.

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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 unauthorizedly 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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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,

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- 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 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. 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**



- 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>	<b>Pranav Narendran</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20217565630/Trivandrum**  
**Date: 19/09/2022**

Ms. Prathibha S Nair  
Ambadath House Chittanjoor,  
Kavilakkad,  
Kunnamkulam-680523,  
Thrissur.  
Tel# 91-9400162905

Dear Prathibha S Nair,

**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 **₹3,53,578/-** 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 &

**TCS Confidential**  
**TCSL/DT20217565630**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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 ₹15,000/- 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 ₹6,000/- 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. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. 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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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 dependants 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 unauthorizedly 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. 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.

## 12. 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.



### **13. 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.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

### **15. 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.

### **16. 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.

### **17. 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.

### **18. 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.



## 19. 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



## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

## 24. 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 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. 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**



- 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>	<b>Prathibha S Nair</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20222884129/Trivandrum**  
**Date: 19/09/2022**

Mr. Pratyush Nair  
Neelanjanan HouseParamelpady,  
Kondazhy,  
Kondazhy-679106,  
Thrissur.  
Tel# -

Dear Pratyush Nair,

**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 &

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**TCSL/DT20222884129**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunmagill PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 dependants 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.

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Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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,

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TCSL/DT20222884129

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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**



- 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>	<b>Pratyush Nair</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	





## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20223056311/Trivandrum**  
**Date: 19/09/2022**

Mr. Salil C L  
Chittethukudy House,  
Allapra,  
Ernakulam-683556,  
Kerala.  
Tel# 91-9746618796

Dear Salil C L,

**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 &

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**TCSL/DT20223056311**

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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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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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 dependants 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.

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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 Sri Lankan 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,

TCS Confidential

TCSL/DT20223056311

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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**



- 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>	<b>Salil C L</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20206872098/Trivandrum**  
**Date: 18/09/2022**

Mr. Sandeep Kurian Jacob  
Mig-36 Fort Nagar Fort Kochi,  
Near No.38 Homestay,  
Kochi-682001,  
Kerala.  
Tel# 91-9496856511

Dear Sandeep Kurian Jacob,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process for 'TCS Digital' and we are pleased to make you an offer of employment.

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a challenging role in any Business Unit as per the business requirements of TCSL.

Your gross salary including all benefits and Retention Incentive will be INR **7,00,022/-** 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

**TCS Confidential**  
**TCSL/DT20206872098**

1

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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 INR **15,000/-** 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 INR **7,500/-** 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 INR **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.



#### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **PERFORMANCE PAY**

##### **Monthly Performance Pay**

You will receive a monthly performance pay of INR **4,300/-**. 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.

##### **Performance Bonus**

Your Performance Bonus will be INR **3,100/-** 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.

Performance Bonus 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 Performance Bonus.

This payment shall be treated as productivity bonus in lieu of statutory profit bonus.

#### **CITY ALLOWANCE**

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

#### **RETENTION INCENTIVE**

You are eligible for Retention Incentive of INR **70,000/-** payable to you on an annual basis. This component is in appreciation of continuity of your service in TCSL and will be paid on completion of each year from the introduction of this incentive for a period of 3 years. The Company reserves the right to modify the same in line with the TCS Compensation Policy.

#### **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.



## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **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 dependants will be entitled for INR **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 INR **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.

**TCS Confidential**

**TCSL/DT20206872098**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



### **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. Probation Period**

You will be on probation for three months. Your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Back Ground Check turns out negative.

## **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 to 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 probation 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 offer 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 your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## 10. 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.

## 11. 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.

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. 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.

## 12. 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.



### **13. 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.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

### **15. 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.

### **16. 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.

### **17. 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.



## 18. 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 probation/service without notice.

## 19. 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

## 20. 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.

## 21. 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.

## 22. 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.



### **23. 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.

### **24. 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 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. 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 3 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>	<b>Sandeep Kurian Jacob</b>
<b>Designation</b>	<b>Systems Engineer</b>
<b>Institute Name</b>	<b>Scms School 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	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
<b>2) Performance Pay</b>		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
<b>3) City Allowance</b>	400	4,800
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
<b>TOTAL GROSS</b>	<b>51,844</b>	<b>7,00,022</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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.

\*\*\* 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	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,272	2,07,264
<b>GROSS BOUQUET OF BENEFITS</b>	<b>26,522</b>	<b>3,18,264</b>





## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20206664008/Trivandrum**  
**Date: 19/09/2022**

Mr. Saurabh Sunil  
Valliezhathu HouseCheriyath Pathiyoor,  
Pathiyoor,  
Alappuzha-690106,  
Kerala.  
Tel# 91-7025604409

Dear Saurabh Sunil,

**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 &

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**TCSL/DT20206664008**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 dependants 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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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 Sri Lankan 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,

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Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





- 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 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. 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**



- 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>	<b>Saurabh Sunil</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20222909402/Trivandrum**  
**Date: 19/09/2022**

Ms. Sreelakshmi V Menon  
DevikripaThattarkadavu Bridge Road,  
Thankayam,  
Trikaripur-671310,  
Kerala.  
Tel# -

Dear Sreelakshmi V Menon,

**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 &

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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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 dependants 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.

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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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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 Sri Lankan 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,

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- 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 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. 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**



- 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>	<b>Sreelakshmi V Menon</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**

**Ref: TCSL/DT20206664901/Trivandrum**

**Date: 19/09/2022**

Mr. Suraj Ramachandran  
Kodiyatil (H)Kombathukadavu,  
Puthenchira,  
Kodungallur-680682,  
Kerala.  
Tel# -

Dear Suraj Ramachandran,

**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 &

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**TCSL/DT20206664901**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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**TCSL/DT20206664901**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 dependants 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.

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TCSL/DT20206664901

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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 unauthorizedly 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**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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,

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TCSL/DT20206664901

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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**



- 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>	<b>Suraj Ramachandran</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	





## Annexure 3

### 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 filing 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: Computer Consultancy**

**Ref: TCSL/DT20206664901/Trivandrum**

**Date: 19/09/2022**

Mr. Suraj Ramachandran  
Kodiyatil (H)Kombathukadavu,  
Puthenchira,  
Kodungallur-680682,  
Kerala.  
Tel# -

Dear Suraj Ramachandran,

**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 &

**TCS Confidential**  
**TCSL/DT20206664901**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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**TCSL/DT20206664901**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 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 dependants 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.

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**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kusunjeri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## **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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 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,

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**TATA CONSULTANCY SERVICES**

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Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- 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 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. 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**



- 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>	<b>Suraj Ramachandran</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**  
**Ref: TCSL/DT20222833740/Trivandrum**  
**Date: 19/09/2022**

Mr. Anandhu Lal K  
Kadamattu HouseNaduthuruthy Road,  
Panangad,  
Ernakulam-682506,  
Kerala.  
Tel# -9349210423

Dear Anandhu Lal 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 **₹3,53,578/-** 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 &

**TCS Confidential**  
**TCSL/DT20222833740**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Misranya Building 6th Floor, Infopark, Kusunni P.O., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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 ₹15,000/- 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 ₹6,000/- 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. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. 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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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 dependants 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 unauthorizedly 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. 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.

## 12. 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.



### **13. 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.

### **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

### **15. 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.

### **16. 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.

### **17. 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.

### **18. 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.



## 19. 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



## 20. 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.

## 21. 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.

## 22. 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.

## 23. 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.

## 24. 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 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. 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**



- 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>	<b>Anandhu Lal K</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
<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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
<b>TOTAL GROSS</b>	<b>28,807</b>	<b>3,53,578</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
<b>GROSS BOUQUET OF BENEFITS</b>	<b>8,785</b>	<b>1,05,420</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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: Computer Consultancy**

**Ref: TCSL/DT20222948428/Trivandrum**

**Date: 19/09/2022**

Mr. Thoufique Aslam Nj  
463Manjaly,Mannam P.O,  
Near St Alphonsa Church,  
Ernakulam-683520,  
Kerala.  
Tel# 91-9846341822

Dear Thoufique Aslam Nj,

**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 &

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Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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.

## **XPLORE/ 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## **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:

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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 dependants 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.

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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 unauthorizedly 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

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve 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 in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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





## 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 Sri Lankan 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,

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- 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 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. 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**



- 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>	<b>Thoufique Aslam Nj</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Scms School 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>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		<b>Upto 60,000</b>

# 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>	<b>7,646</b>	<b>91,752</b>



## Annexure 2

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p><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</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><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</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th floor, Glaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309,UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><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</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



## Annexure 3

### 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 filing 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.



sset last name <sset@scmsgroup.org>

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## Fwd: Tech M Campus 2023 - Final Update

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Jayanand B <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Mon, Nov 14, 2022 at 12:47 PM

----- Forwarded message -----

From: **Bagath Singh M** <BM00457762@techmahindra.com>  
Date: Mon, Nov 14, 2022 at 11:17 AM  
Subject: Tech M Campus 2023 - Final Update  
To: Bagath Singh M <BM00457762@techmahindra.com>

Dear Professor,

Greetings from Tech Mahindra Ltd Campus Team !

We would like to thank you for the support that you have extended in coordination of Campus 2023 drive. Without your support it would not have been possible.

We have successfully completed the Campus 2023 drive and attached is the list of successful candidates who have cleared TechM campus evaluation process.

Soon we will work on their Letter of Intent release process and confirm to you.

We would like to congratulate the successful candidates who will be part of Tech Mahindra Family soon.

Wishing the same support in future as well.

**If you need any clarification, please reach out me ( 8754479078).**

Bagath Singh M

RMG Campus Team

Phone - 8754479078

Experience the New

**Tech  
Mahindra**

S No	College Name	Name of the Cand	Email ID	HR Status
552	SCMS School of Engineering and Technology	Alen Roy	alenroy337@gmail.com	Select
553	SCMS School of Engineering and Technology	NEENA MARY ALEX	neethalex007@gmail.com	Select
554	SCMS School of Engineering and Technology	Jahana Jabbar	jahanajabbar@gmail.com	Select
555	SCMS School of Engineering and Technology	Prasanth V P	prasanthvp566@gmail.com	Select
556	SCMS School of Engineering and Technology	Allen Lawrence	allenlawrence369@gmail.com	Select



3-9-2022

**Dhanuja K A**

SCMS School of Engineering and  
Technology,  
Kochi, Kerala.

Dear **Dhanuja K A**,

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academicschedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.

On the performance & Readiness of candidates the actual onboarding will be done to our clients after the final assessment conducted on **beginning or mid of final semester**.

This program will also be considered as **Industrial level of Internship**. For the same a Internship certificate will be issued from our R&D Department.

The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Domain of Technical Competency –**Embedded Automotive /IOT/Aerospace/Defence**

Duration of the programme approximately will be **350 Hours**.

As discussed during the selection process, this is an**unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms & Condition to be met

#### **Terms and conditions:**

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.
2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.

**TECHNOLOGICS GLOBAL PVT LTD. 2nd, 3rd & 4th Floor, Raghavendra Complex, 417/418, 10th Main Rd, Geetha Colony, 4th Block - Jayanagar, Bengaluru - 560041**

Ph: +91 8151888188, [www.technologics.in](http://www.technologics.in), [www.startautomation.in](http://www.startautomation.in), [www.venture-controls.com](http://www.venture-controls.com)





3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it **“Live & Interactive with TECHNOLOGICS R&D team”** unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple & low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters
  - a. Training attendance : 100%
  - b. Assignment rating: 80%+ ( A+). If not candidates need to re-attempt and submit.
  - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
  - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
  - e. Good code of conduct.
12. Based on the post assessment result Technologics Global will either hire for **Internal** Payroll requirement or for our client companies.
11. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range of 4 LPA or Above.



# TECHNOLOGICS Technologics Global Private Limited.



Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Trainee

For Company

Date

Title



3-9-2022

## Albert George

SCMS School of Engineering and  
Technology,  
Kochi, Kerala.

Dear **Albert George**,

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academicschedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.

On the performance & Readiness of candidates the actual onboarding will be done to our clients after the final assessment conducted on **beginning or mid of final semester**.

This program will also be considered as **Industrial level of Internship**. For the same a Internship certificate will be issued from our R&D Department.

The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Domain of Technical Competency –**Embedded Automotive /IOT/Aerospace/Defence**

Duration of the programme approximately will be **350 Hours**.

As discussed during the selection process, this is an**unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms & Condition to be met

### Terms and conditions:

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.
2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.

**TECHNOLOGICS GLOBAL PVT LTD. 2nd, 3rd & 4th Floor, Raghavendra Complex, 417/418, 10th Main Rd, Geetha Colony, 4th Block - Jayanagar, Bengaluru - 560041**

Ph: +91 8151888188, [www.technologics.in](http://www.technologics.in), [www.startautomation.in](http://www.startautomation.in), [www.venture-controls.com](http://www.venture-controls.com)



3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it **“Live & Interactive with TECHNOLOGICS R&D team”** unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple & low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters
  - a. Training attendance : 100%
  - b. Assignment rating: 80%+ ( A+). If not candidates need to re-attempt and submit.
  - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
  - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
  - e. Good code of conduct.
12. Based on the post assessment result Technologics Global will either hire for **Internal Payroll** requirement or for our client companies.
11. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range of 4 LPA or Above.



# TECHNOLOGICS Technologics Global Private Limited.



Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Trainee

For Company

Date

Title



3-9-2022

**Emil Jaison Thomas**

SCMS School of Engineering and  
Technology,  
Kochi, Kerala.

Dear Emil Jaison Thomas

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during off time of academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.

On the performance & Readiness of candidates the actual onboarding will be done to our clients after the final assessment conducted on **beginning or mid of final semester**.

This program will also be considered as **Industrial level of Internship**. For the same a Internship certificate will be issued from our R&D Department.

The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Domain of Technical Competency - **Full Stack JAVA Software Programming**.

Duration of the programme approximately will be **350 Hours**.

As discussed during the selection process, this is an **unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms & Condition to be met

**Terms and conditions:**

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.



2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it **“Live & Interactive with TECHNOLOGICS R&D team”** unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple & low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters
  - a. Training attendance : 100%
  - b. Assignment rating: 80%+ ( A+). If not candidates need to re-attempt and submit.
  - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
  - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
  - e. Good code of conduct.
12. Based on the post assessment result Technologics Global will either hire for **Internal** Payroll requirement or for our client companies.



# TECHNOLOGICS Technologics Global Private Limited.



11. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range of 4 LPA or Above.

Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Trainee

For Company

\_\_\_\_\_

Date

\_\_\_\_\_

Title





3-9-2022

## Ashwin T S

SCMS School of Engineering and  
Technology,  
Kochi, Kerala.

Dear Ashwin T S,

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during OFF-TIME of your academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.

On the performance & Readiness of candidates the actual onboarding will be done to our clients after the final assessment conducted on **beginning or mid of final semester**.

This program will also be considered as **Industrial level of Internship**. For the same a Internship certificate will be issued from our R&D Department.

The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Your major training program will include (Either of 2 Domains) – **Industrial Automation / Building Management System /Java Full Stack**. Duration of the programme approximately will be 300 Hours.

Domain of Technical Competency - **Industrial Automation / Building Management system**. Duration of the programme approximately will be **300 Hours**.

Mode of Session – **Online Live Interactive with TECHNOLOGICS R&D/Project Team**

As discussed during the selection process, this is an **unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms& Condition to be met



## Terms and conditions:

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.
2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it **“Live & Interactive with TECHNOLOGICS R&D team”** unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple & low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters
  - a. Training attendance : 100%
  - b. Assignment rating: 80%+ ( A+). If not candidates need to re-attempt and submit.
  - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
  - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.



**TECHNOLOGICS** Technologics Global Private Limited.



Training Partner of



Electronics Sector Skill Council of India



**Skill India**  
कोशल भारत - कुशल भारत



Centro para el Desarrollo Tecnológico Industrial

@CDTIoficial

e. Good code of conduct.

12. Based on the post assessment result Technologics Global will either hire for **Internal Payroll** requirement or for our client companies.

13. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range of 2 LPA or Above.

Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Trainee

For Company

\_\_\_\_\_

Date

\_\_\_\_\_

Title



3-9-2022

## Novaneeth S S

Albertian Institute of Science &  
Technology.  
Kochi, Kerala.

Dear Novaneeth S S

We would like to congratulate you on being selected for finishing school as a **Trainee Application Engineer** with Technologics Global Pvt. Ltd. The **Pre-Onboarding** Training will start during off time of academics schedule (Evenings/Weekends/Semester Breaks) for the period of 350 to 400 hours based on availability of candidates.

**On the performance & Readiness of candidates the actual full-time onboarding will be done to our clients after the final assessment conducted at the end of the program based on the availability of the candidates.**

This program will also be considered as **Industrial level of Internship**. For the same a Internship certificate will be issued from our R&D Department.

The whole team of Technologics Global Pvt. Ltd. is excited about your on-boarding for finishing school programme.

Domain of Technical Competency - **Full Stack JAVA Software Programming.**

Duration of the programme approximately will be **350 Hours.**

As discussed during the selection process, this is an **unpaid Finishing School Industrial level of Training & Hiring** Programme during which you will be expected to:

1. Increase the technical knowledge and real time industrial exposure.
2. Maximize employability skill.
3. To cover the gap between conventional education and Industrial application.
4. The objective of Pre-Onboarding training program is to make the candidates ready to map to our clients projects requirements. So, In order to meet the desired end result - following terms & Condition to be met

### Terms and conditions:

1. Trainee will maintain a regular Training schedule and attendance determined by the supervisor.



2. Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
3. Trainee will obey the policies, rules and regulations of the company site and comply with the company's business practices and procedures.
4. Trainee will furnish his/her supervisor with all necessary information pertaining to his/her unpaid Training, including related assignments and reports.
5. Under no circumstances will Trainee leave the Training without first conferring with Trainee's supervisor.
6. Candidates to have no active back logs by end of academic year during final assessment
7. Mode of training – By considering candidates comfort and safety the entire training session has been planned to make it **“Live & Interactive with TECHNOLOGICS R&D team”** unless required to be in lab for any reason
8. In Case of requirement of hardware to be incorporated with training to make the training effective – Those simple & low cost hardware to be arranged by candidates.
9. Company may at any time terminate the Trainee on breaking the cardinal rules (like involvement of any sexual harassment or any activity which hamper the wellbeing of organisation social atmosphere) without notice or cause.
10. Your Training will include learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge.
11. Just qualifying to be part of Training program will not guarantee the employment unless the participants clear the post assessment based on industry specific requirements & following mandatory performance parameters
  - a. Training attendance : 100%
  - b. Assignment rating: 80%+ ( A+). If not candidates need to re-attempt and submit.
  - c. Soft skill attendance: 100% and Soft-skill assessment rating 80% +
  - d. Candidates should be flexible with technical and other personnel of TECHNOLOGICS in guiding principles of quality improvement with proactive feedback and support.
  - e. Good code of conduct.
12. Based on the post assessment result Technologics Global will either hire for **Internal** Payroll requirement or for our client companies.



# TECHNOLOGICS Technologics Global Private Limited.



11. **CTC:** On successfully clearing interview at client location candidates would be eligible for a salary range of 3 LPA or Above.

Congratulations and we look forward you to take this opportunity as turning point of your career.

Please review, sign and mail to confirm acceptance.

Trainee

For Company

Date

Title

# 採用内定承諾書

東亜ソフトウェア株式会社

代表取締役 秦野 博行 様

このたび、貴社の採用内定通知書を正に受領いたしました。

つきましては、貴社へ就職することを承諾いたしますとともに、正当な理由なく入社を拒否する等、貴社へご迷惑をおかけするような行為をしないことをここにお約束します。

また、内定期間中に下記の事項に該当することとなったときは、採用を取り消されても異存ございません。

## 記

1. 2023年8月までに学校を卒業できなかったとき。
2. 採用にあたり提出した書類に虚偽があったとき。
3. 病気、事故等により、貴社での正常な勤務に堪えられないとき。
4. 犯罪行為またはそれに類する非行を犯し、もしくは貴社の社員として不適格ないし品位を害する事由を生ぜしめたとき。
5. 在留資格認定証明書が2023年11月21日までに得られない場合
6. その他前各号に準ずる、採用内定を取り消されてもやむを得ない事由が生じたとき。

以上

令和 年 月 日

住 所

氏 名

印

# Acceptance of Offer of Employment

TOA Software Corporation

President Hiroyuki Hatano

I have received a letter of offer of employment from your company.

Therefore, I hereby accept the offer of employment with your company and promise that I will not refuse to join your company without justifiable reason or engage in any other conduct that may cause inconvenience to your company.

In addition, I have no objection to the revocation of my employment if any of the following items should apply to me during the offer period.

## Notes

- 1 . If I am not able to graduate from my university by August 2023.
- 2 . If there is a false statement in the documents submitted for employment.
- 3 . If I cannot endure normal work at the company due to illness, accident, etc.
- 4 . If I commit a criminal act or similar misconduct, or causes disqualification or damage to the dignity of the company's employees.
- 5 . If I cannot obtain a certificate of eligibility by the 21<sup>st</sup>, November 2023.
- 6 . Other circumstances similar to the preceding items that make it unavoidable for the employment offer to be rescinded.

That's all

Date:

Address:

Name:

Signature



## Salary Detail

2023/04/13

Income (Starting Salary) ①		
Basic Salary	¥190,000.00	Starting salary for university graduates
Deduction (Approximate)		All expenses are calculated based on the basic salary
Health Insurance	¥9,443	After enrollment, if you get sick or injured, you will only have to pay 30% of the medical expenses at the hospital. The remaining 70% will bear by Japan government. The actual amount you have to pay is 18,942 Yen per month but the company will bear half of this amount.
Welfare Pension	¥17,385	This is a public pension, everyone who lives in japan must join this. A fixed amount of pension will be paid in the future. The company will plus the same amount and pay every month. If you pay this amount for 10 years then you will get a pension every month after your retirement according to the amount you have paid. If you return to your country before 10 years, you will get a certain percentage of the amount back according to the government rule.
Employment Insurance	¥1,140	On paying for this insurance, If you lose your job, you will receive unemployment benefits and job search support.
Income Tax	¥3,410	Tax according to the salary income. If you have income then it is mandatory to pay this tax.
Membership fee	¥500	Use this for employee condolences, ceremonies etc. (Reserve)
Total Deduction ②	¥31,878	Amount deducted from your salary
Total ①-②=③	¥158,122	(Approximate) Salary after deduction

The month starts from the 21st of the previous month and ends on the 20th of the current month.

Eg: October (9/21 ~ 10/20)

Salary day is 25th day of every month. If that day or the previous day of that day is a holiday then before that day will be the salary day.

# 採用内定通知書

Sreelakshmi T U 様

令和5年4月11日

東亜ソフトウェア株式会社  
代表取締役社長 秦野 博行



拝啓 ますますご健勝のこととお喜び申し上げます。

さて、このたびは弊社の新卒社員募集に際し、ご応募いただき誠にありがとうございました。

採用選考試験の結果、貴殿を採用させていただくことに内定いたしましたので、ここに  
通知差し上げます。

貴殿と共に働く日を社員一同心待ちにしております。

残り少ない学生生活も充実したものになりますようお祈りいたします。

つきましては、「採用内定承諾書」に必要事項をご記入、押印のうえ、ご返信くださいます  
ようお願い致します。

敬具

- ・入社日は、令和5年11月21日（火）を予定しております。  
取得状況によって変更する可能性があります。

## 内定停止条件

- ・本通知書は、在留資格及び在留期間について日本国法務省による許可を条件とします。  
入社までに就労可能な在留資格（就労ビザ）が許可されなければ、内定は無効になります。

# Employment Offer Letter

2023/04/11

Dear Ms. Sreelakshmi T U,

TOA Software Corporation  
President, Hiroyuki Hatano



We hope that you are doing well.

Thank you very much for your application for our company's "New graduates recruitment".

We are pleased to inform you that, as a result of the employment screening test, we have decided to employ you.

All employees of TOA Software Corp. are looking forward to working with you.

We hope that the last few days of student life will be fulfilling.

Please fill out the "Acceptance of Offer of Employment" form, affix your seal, and return it to us.

Sincerely,

- The date of joining the company is scheduled for Tuesday, November 21, 2023.  
"Chance of change depending on acquisition status."

#### Condition for Suspension of Offer of Employment

- This notice is subject to approval by the Ministry of Justice of Japan regarding status of residence and period of stay.  
If a status of residence (working visa) allowing employment is not granted by the date of joining into the company, the offer of employment will be null and void.

(Working hours, etc.)

The starting time and closing time for Employee shall be as follows:

1. Start time: flextime system. Work 8 hours a day or 40 hours a week. The start and end times will be decided by Employee within the flexible time.

Standard working hours	8:30 – 17:30
Core time	9:00 – 16:00
Flexible time	8:00 – 9:00 16:00 – 18:00

2. The break time shall be one hour from 12:00 to 13:00.  
A separate break will be provided for overtime work hours.
3. Work shall be performed outside the above-mentioned normal working hours in some cases. Working time shall be moved up/postponed for business reasons in some cases.

(Holidays)

Holidays for Employee shall be as follows. However, due to business reasons, holidays may be transferred to other days.

- ① Saturday, Sunday
- ② National holidays of Japan
- ③ Year-end and New Year holidays (commencing on December 31 and ending on January 4 next year)
- ④ Holidays set by the company

However, on Saturdays, you must work about 1 or 2 times a month based on the annual schedule. The annual schedule shall be distributed before the start of the new year.

(Leave of Absence)

Annual paid leave shall be offered according to the elapsed period since Employee's joining of the corporation as follows:

Number of Years of continuous service (Years)	0.5 ~ 1.5	1.5 ~ 2.5	2.5 ~ 3.5	3.5 ~ 4.5	4.5 ~ 5.5	5.5 ~
Number of granted days	11	12	14	16	18	20

2. The right to annual paid leave offered shall lapse by prescription when two years have elapsed.

Using up the paid vacation: using up from the grant.

3. It can be obtained on a daily or half-day basis (morning or afternoon).

※ Annual paid leave is a day beside regular holidays, in which salary will not be deducted even leaves are taken.

(Wages)

1. The base salary for an Employee shall be ..... Yen a month.
2. Commuting allowance shall be provided in accordance with the commuting distances.  
(Except when the commuting distance is less than 2km (one way) when commuting by foot)
3. The extra wage rate shall be as follows:
  - Overtime work: 25% (working time ~ 22:00)
  - Midnight overtime work: 50% (22:00 ~ 5:00 the next day)
  - Holiday work: 35% (holiday)
4. The closing day for the payroll shall be the 20th of every month.
5. The wage payment date shall be the 25<sup>th</sup> of the current month. However, if the 25<sup>th</sup> falls on a holiday, the payday shall be on a business day just before such day.
6. Wages will be paid after the legal deduction of taxes, social insurance premiums (health insurance, welfare annuity insurance, employment insurance).
7. Payment of wages shall be made by transferring into the savings account under the name of Employee, designated by Employee with Employee's consent.
8. In some cases TOA may pay a bonus, at TOA's discretion, in consideration of TOA's performance and Employee's results etc. However, the payment of a bonus shall be on condition that Employee is employed on the date of payment thereof. Bonuses for employees who have been in service for less than one year will be determined each time.
9. There is a retirement benefit system. However, if the service is less than 3 years, no retirement allowance will be paid.

**Ref.No: UT/HR/353/2023****Date: 6<sup>th</sup> September, 2023**

## Appointment Letter

To,  
**Ms. Shahana Younus,**  
**Padathupeedikayil (H)**  
**Akkikavu (P.O)**  
**Thrissur**  
**Kerala**  
**680519.**

Dear Shahana,

Further to your application and subsequent interview you had with us, we are pleased to appoint you as “**Trainee Environmental Engineer**” in our organization with effect from **6<sup>th</sup> September, 2023.**

The terms and conditions of your appointment are as under:-

1. **Place of posting & Reporting**-Your initial place of posting will be at **Kochi Office.** However, during the exigencies, your services shall be liable to be transferred anywhere in Republic of India.

You will be reporting to **Mrs. Ananthitha Anandan (GM -Kochi).**

2. **Remuneration** - You will be paid Net salary of **Rs.12,000 /-** per month (**Rupees Twelve Thousand only**).
3. **Probation** - You shall be on probation for a period of **3 months** from the date of joining our organization. The period of probation may be extended or curtailed at the sole discretion of the management depending upon your performance at work and/or conduct. Unless you are confirmed in writing, your initial period of probation shall be deemed to have been extended.

During the probation period, your appointment is terminable by the Company without assigning any reason whatsoever with the notice period of 8 days or pay in lieu thereof.

For any reason, if you decide to leave the company's service during probation period, then you are bound to give **1 Month** notice or pay in lieu of the notice period.

You are supposed to attend your duties and complete your responsibilities all the time during the probation period. You shall not be entitled to any leave during the period of probation.

4. **Confirmation of the Services** – Once your probation period is completed satisfactorily as mentioned in the above clause, you will be given Confirmation letter. On confirmation of your service in writing, you shall be entitled to all the benefits as per rules and regulations of the company as applicable to staff. If you desire to leave the service, you shall be required to give **one month** notice in writing to the management or one month Gross salary in lieu thereof. This is applicable at either side.

You are supposed to attend your duties and complete your responsibilities all the time during the probation period. You shall entitle for leave as per company policy on confirmation of the services.

During the course of your employment, you shall discharge your duties efficiently and diligently to the best of your ability and shall devote all your time, energy, contacts and relations for the exclusive benefit of the company and shall not indulge in private business or businesses of your friends or relatives. You shall honestly, diligently and faithfully serve the organization and use your utmost endeavor to promote the interest and growth of the company.

5. **Confidentiality Clause-** You shall not divulge to anyone except in rightful discharge of your duties assigned by the company, particulars or details pertaining to the process, technical know-how, administrative and/or organizational matters of a confidential and secretive nature or any process or product developed which may become known to you by virtue of your being in our employment. You shall use your best endeavor to prevent the publication or disclosure of any trade secret or process or any information or dealings, transactions or affairs which may come to your knowledge. In this matter, company's decision will be binding on you.
6. **Discipline-** You shall be governed by the Rules & Regulations as in force or as amended from time to time.

In the event of your making any discovery or developing any improvement in methods, systems, organizations during the course of your employment with us, the same shall become the sole and absolute property of the company.

You shall comply with various provisions of Central or State Legislations applicable to the company.

7. **Termination Clause-** This employment can be terminated by either party, on giving notice as applicable to the other in writing or on payment of salary in lieu thereof, for the following reasons-
- Guilty of any misconduct, negligence of duty, disobedience or any breach of the terms herein contained, the company may at any time without notice or payment in lieu of notice terminate your employment.

- Indulges in any activity involving moral turpitude or unauthorized absent from the place of work for 7 consecutive days or more, Overstays without proper sanction for more than 7 days exclusive of weekly off & holidays.
  - Commits any act subversive of discipline or good behavior; commits any act of fraud or dishonesty in connection with Company's business or property.
  - For any other act of omission or commission not specifically provided for but which are acts subversive of decency, discipline and morality according to normal human conduct or behavior or against the established practices of discipline in the company.
8. **Verification-** Your appointment is based on the trust, that the information provided in your application & in the interview is correct and authentic. In case it is found to be incorrect or mis-leading your appointment will be terminated with immediate effect, without any notice or remuneration.

I believe that Success is dependent upon high performance of my team members, their keen involvement in ULTRA TECH and care & concern for our clients. Let us set our aim to achieve fast growth together with stability and good image. I believe my team members to be my assets and also believe that they have a very important role to play in achievement of organizational goals. I presume that by your association, ULTRA TECH will get additional strength and capacity to achieve geometric growth.

9. **Acceptance & Reporting-** Please confirm your acceptance by signing and returning the duplicate copy of this letter.

At the time of joining you will be required to submit: 2 copies of your latest photographs, photocopies of the certificates: academic, professional, experience, etc. (kindly bring originals for verification).

We look forward to your association with us and wishing you all the best.

Thanking you,

Yours faithfully,  
For ULTRA TECH



**NIRANJAN TAMHANE**  
(MANAGING DIRECTOR)







sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Welcome to Walkaroo International Pvt Ltd ! - Althaf K A

1 message

**Althaf K A** <althafka75@gmail.com>  
To: SSET <sset@scmsgroup.org>

Sat, Aug 5, 2023 at 3:13 PM

----- Forwarded message -----

From: **Althaf K A** <althafka75@gmail.com>  
Date: Thu, 3 Aug 2023, 5:56 pm  
Subject: Fwd: Welcome to Walkaroo International Pvt Ltd ! - Althaf K A  
To: <rakesh@scmsgroup.org>

----- Forwarded message -----

From: **Jemima A** <Jemima.a@walkaroo.in>  
Date: Thu, 3 Aug 2023, 2:43 pm  
Subject: Welcome to Walkaroo International Pvt Ltd ! - Althaf K A  
To: althafka75@gmail.com <althafka75@gmail.com>  
Cc: Shamlik CK <shamlik.ck@walkaroo.in>, Vianny HMS <vianny.hms@walkaroo.in>, Monikakotal A <monika.k@walkaroo.in>, Jawahar Karthikeyan <jawahar.karthikeyan@walkaroo.in>

Dear Althaf K A,

Based on our interview and discussions, we are pleased to offer you a position as **Assistant Executive** in **Production** Department at **Walkaroo International Pvt Ltd**. Your place of posting will be **Bahadurgarh, Haryana**. Your overall Cost-To-Company (CTC, i.e., annual compensation) is **INR. 3.5 LPA** as detailed in the table given below. **You may be required to travel on need basis depending on work exigencies.**

A detailed appointment letter will be handed over to you at time of joining. Initially you'll be in a six months of probation period. Based on performance review at the end of the probation period, you would be confirmed into the rolls of **Walkaroo International Pvt Ltd**.

Name	Althaf K A	
Unit	WIH	
Location	Bahadurgarh, Haryana	
Function	Production	
Grade	MS Grade - II	
Designation	Assistant Executive	
Role	SIC	
PROPOSED OFFER		
<b>COMPONENTS</b>	<b>MONTHLY</b>	<b>ANNUAL</b>

Basic + DA	13500	162000
House Rent Allowance	2400	28800
Meals Allowance	4250	51000
Location Allowance	5000	60000
<b>Gross Pay Fixed</b>	<b>25150</b>	<b>301800</b>
EPF	1950	23400
Bonus	1620	19440
Gratuity	649	7788
Mediclaime	492	5904
<b>CTC</b>	<b>29861</b>	<b>358332</b>

Note : Your monthly take home will be Net Take Home = (Gross Salary) – (Ee PF Contribution) – (Professional Tax as applicable) – (Employee Medical Insurance / ESIC Contribution As applicable) - (Income Taxes as applicable).

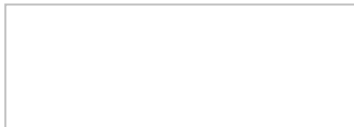
**Please come back on the acceptance on or before 4<sup>th</sup> August 2023, else the offer stands cancelled automatically.**

Regards,

**Jemima Arokia Das - HR**

**Walkaroo** International Pvt Ltd

Coimbatore



Disclaimer:

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential, or privileged information. If you are not the intended recipient, you should not disseminate, distribute, or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.





sset last name &lt;sset@scmsgroup.org&gt;

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## White Rabbit Results

2 messages

**Jenty Joy** <jentyjoy@mbits.edu.in>

Thu, Dec 1, 2022 at 10:07 AM

To: Vishnu Unnikrishnan &lt;vishnu.u@whiterabbit.group&gt;, Jenty Joy &lt;jentyjoy@mbits.edu.in&gt;

Bcc: sset@scmsgroup.org

Dear all,  
Please see the mail from white Rabbit  
Hello Jenty

We are done with the final evaluations and have **shortlisted 14 candidates** whom we will be offering this year to join White Rabbit Group.

Please have a look at the spreadsheet for the shortlisted candidate details.

They can expect the offer letter following the HR Discussion to be held early next week.

Manager - Talent Acquisition | White Rabbit Group

--

Regards

Mr Jenty Joy

**Head Corporate Relations & Placements****MAR BASELIOS INSTITUTE OF TECHNOLOGY AND SCIENCE [MBITS]**

Nellimattom P.O., Kothamangalam, Ernakulam District, Kerala, India- 686693

**Vice Chairman - Placement Officers Kerala Group (CTIPS)****CTIPS (Kerala) Consortium of Technical Institutes for Placement Services****Mob +91 94466 10781,+91 9188825380****Location of MBITS** <https://goo.gl/maps/APjCuqBygtu>**Campus Recruitment 2023 Shortlists \_ White Rabbit Group.xlsx**

8K

---

**SSET** <sset@scmsgroup.org>

Thu, Dec 1, 2022 at 10:36 AM

To: MAHESH S &lt;mahesh244500@gmail.com&gt;

Cc: Jayanand B &lt;jayanand@scmsgroup.org&gt;

Congratulations Mahesh.

Great effort.

Thank you  
Placements  
SSET

[Quoted text hidden]

**Campus Recruitment 2023 Shortlists \_ White Rabbit Group.xlsx**

8K



sset last name &lt;sset@scmsgroup.org&gt;

## Fwd: Regarding WiSilica Placement drive in RCET Premises

1 message

**Jayanand B** <jayanand@scmsgroup.org>  
To: SSET <sset@scmsgroup.org>

Thu, Dec 22, 2022 at 1:11 PM

----- Forwarded message -----

From: **Varun Jose** <cr.rajagiri@gmail.com>  
Date: Thu, Dec 22, 2022 at 12:24 PM  
Subject: Fwd: Regarding WiSilica Placement drive in RCET Premises  
To: Placement Cell - RSET <pc.rajagiri@gmail.com>

HI,

Greetings from Rajagiri !!!

Wisilica Drive Final Selects

FULL NAME	Branch Full Name	College Name
Kumar Priyanshu	Computer Science & Engineering	Cochin University of Science and Technology
Shivam Sen Gupta		
Vishal Kashyap		
SANJAY K SUNIL		SCMS School of Engineering and Technology

Kindly do the needful.



**Varun Jose**  
Placement Cell, Rajagiri School of Engineering & Technology-  
AUTONOMOUS

[www.rajagiritech.ac.in/Home/Placement/](http://www.rajagiritech.ac.in/Home/Placement/)

cr.rajagiri@gmail.com | Rajagiri Valley P.O, Kochi-39

7907361644



--  
Thanks and Regards,

Jayanand B,  
Placement in Charge,  
SCMS School of Engineering and Technology,  
Ernakulam.



WiSilica India Pvt Ltd

Adam Square, Athani, Kusumagiri P.O, Kakkanad - 30, Tel: +91 484 2427542

**STRICTLY PRIVATE AND CONFIDENTIAL**

22nd December 2022

Dear **Mr. Sanjay K Sunil**,

We refer to our recent discussions regarding your possible employment with **WISILICA INDIA PRIVATE LIMITED** (hereinafter referred to as "**WISILICA**" or the "**Company**" as the context may require), at **Cochin**. We are pleased to extend to you an offer of employment as Software Engineer.

Your "Annual Compensation" is attached herewith as in **Annexure B**. Your total compensation inclusive of all benefits will be up to a maximum of **INR 420,000 (INR Four Lac and Twenty Thousand Rupees only)** per annum and the above salary and perquisites will be taxed as per current Income Tax rules and compliance with the Income Tax laws of this country will be your responsibility. You will abide by the Official Working hours applicable to your work location / Business Unit.

With effect from your date of joining, your employment will be governed by the terms and conditions referred in **Annexure A**.

All documents submitted by you to the Company with reference to the above are subject to verification by the Company or an agency appointed by the Company at any time during your employment with the Company. You hereby specifically authorize the Company or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and conduct any other back ground checks prior to your joining the Company or thereafter. You shall extend your cooperation during such verification without any protest or demur. This offer of appointment supersedes all prior communication written and oral with you, if any in this regard.

**If this offer is acceptable to you, please note that you are required to confirm your acceptance by signing and returning to us the duplicate copy of this letter. This should be returned to us within ONE day of you receiving this offer. Please note that if we do not receive the letter within this timeframe, then the offer of employment will automatically lapse, unless the reporting date is extended and communicated to you in writing.**

You are required to report to Mr. Dhanesh K G to complete the joining formalities. At the time of joining, you are requested to submit the documents as per Annexure C. We would like to take this opportunity to wish you a successful and mutually beneficial career with WISILICA.

Yours Sincerely,

For **WISILICA INDIA PRIVATE LIMITED**

A handwritten signature in blue ink, appearing to read "Shiju P.S.", with several loops and flourishes.

**Shiju P.S**  
**Director - India Operations/VP Engg**

WISILICA-ISMS-HR-OL/D:01-01-2021/R:00

Website: [www.wisilica.com](http://www.wisilica.com)  
Email: [contact@wisilica.com](mailto:contact@wisilica.com)

CIN-U72200KL2014FTC036836

## **ANNEXURE – A**

### **1. Confidentiality**

During the performance of your duties at WISILICA, you will come to possess information (written or unwritten) pertaining to the Company's operations, processes, plans, computer or data processing programs, algorithms, electronic data processing applications, routines, sub routines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how or identities and other related information pertaining to any of its clients. All such information shall be held by you in the strictest of confidence and shall not be divulged to any person (mediabodies, journals, academic institutions etc.) during your service with the Company or thereafter. In the event of breach by you of this confidentiality provision, while in the services of the Company or thereafter, the Company will be at liberty to initiate appropriate legal proceedings against you.

### **2. Intellectual Property Rights**

Any product development, process, discovery, plan, specification, program, design, process, adaptation or improvement in procedure or other matters of work which can be the subject matter of protection as an intellectual property right (including without limitation patents, designs and copyrights), made, developed or discovered by you alone or jointly with any other person or persons while in the employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company or sought to be used by you without the knowledge and/or consent of the Company.

### **3. Full-time Attention to the Company**

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the sole discretion of the Company.

### **4. Code of Conduct**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

### **5. Policies and Practices**

a) You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company's rules, regulations, instructions, policies, practices and procedures.

b) All Company policies (including access to office premises, mails, computer facilities, email and others) are available for your reference. You are advised and instructed to go through these policies and strictly adhere to them.

#### **6. Notice Period**

a) Subject to the provisions of Clause 7(b) and Clause 9, your employment with the Company can be terminated by (45) days' notice in writing from either side, or (45) day's pay in lieu of notice, as may be determined by the Company.

b) Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case, the Company shall be entitled to terminate your employment forthwith.

#### **7. Termination by the Employee**

a) Subject to the applicable laws in this regard, in the event that you terminate your employment with the Company without notice or by giving notice of less than 45 days, for each day of shortfall in the notice period, you shall pay to the Company a sum equivalent to the basic wages, house rent allowance and dearness allowance which you would have been entitled to, if you had worked during the period of such shortfall. You shall be paid your statutory payments (such as provident fund and gratuity benefits), superannuation benefits (if applicable) and the Leave Travel Allowance payable to you.

b) The Company shall be entitled to require you to execute a Service Agreement undertaking to serve the Company for a minimum stipulated period, in the event that the Company is desirous of imparting specialized training to you. In such a case, you shall be entitled to terminate your employment with the Company only on the completion of the stipulated service period agreed to and provided therein.

c) If you wish to have your provident fund and gratuity accounts transferred, the Company shall do so upon a request in writing.

#### **8. Termination by the Company**

a) The Company has the right to terminate your employment either by giving 45 days' notice or payment of salary in lieu thereof. It is hereby clarified that apart from the Company providing you with notice or payment in lieu thereof in accordance with the provisions detailed hereunder, the Company shall not be liable to make any further severance payment to you of any kind whatsoever.

b) In the event of termination by the Company by making payment in lieu of notice period, the Company shall pay you the equivalent of an amount consisting of basic wage, housing rent allowance, fixed dearness allowance, additional allowance and flexible expense plan for the notice period. All statutory and other employee benefit amounts shall be paid in accordance with existing company and statutory policy in the event you wish to encash such benefits. You will also be entitled to your leave encashment and the Leave Travel Allowance accrued and payable to you in accordance with applicable Company Policy.

c) You will be governed by Code of Conduct laid down by the Company and if there is any breach of the same or nonperformance of contractual obligations or the terms and conditions laid down in this

Employment Letter, your service could be terminated without any notice period notwithstanding any other terms and conditions stipulated herein. In such an event, you shall not be entitled to any payments as stipulated in (b) above.

d) The Company has the right to make a reference check from your previous employer/s. In case there is any adverse report against you that may be detrimental to the interests of the Company, or if it is found that the information furnished by you is not true, the Company reserves the right to terminate your services (notwithstanding any other provisions contained in this Employment Letter pertaining to misrepresentation of facts).

#### **9. Probationary Period**

You will be on probation for a period of six (6) months from the date of joining. During this period your services may be terminated by the Company without assigning any reason. On the successful completion of the probation period, if, in the sole opinion of the Company, the Employee is found suitable for employment, the Company will issue a letter of confirmation confirming the Employee's employment, subject to such additional terms and conditions as the letter of confirmation may specify. The Company can at its discretion extend the probation period, as it deems necessary or terminate the Employee's employment, as the case may be.

#### **10. Statutory Benefits**

You will be entitled to benefits such as provident fund, gratuity, etc., as detailed in Annexure B as per the policies of the Company and applicable legislations.

#### **11. Leave**

You will be eligible for leave as per the policy of the Company relating to leave, which is in force from time to time.

#### **12. Safekeeping of Company property**

You will be responsible for the safekeeping and the return in good condition and order, of all property such as equipment, computers, books, etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from any final settlement due to you, and take such other action, as the Company deems proper in the event of your failure to account for such property to the satisfaction of the Company.

#### **13. Return of Company property**

Upon termination of your employment with the Company, you shall forthwith return to the Company all assets and property of the Company including all documents, files, books, papers, memos, software or any other property of the Company in your possession or under your control.



#### **14. Non-Solicitation**

In order to protect the business interest and goodwill of the Company with respect to customers and accounts, and to protect Confidential Information, you agree that for the entire period of your employment with WISILICA, and for a period of one (1) year after termination of your employment with WISILICA, you shall not:

- a) Directly or indirectly contact any customer of the Company for the purpose of soliciting such customer to purchase, lease or license a product or service that is the same as, similar to, or in competition with those products and/or services provided, rendered, offered or under development by the Company;
- b) Directly or indirectly employ, or knowingly permit any person or business directly or indirectly controlled by you to employ any person who is employed with the Company or in any manner facilitate the cessation by any such person of his or her employment with the Company; or
- c) Directly or indirectly interfere with or attempt to disrupt the relationship, contractual or otherwise, between the Company and any of its employees or solicit, induce, or attempt to induce employees of the Company to terminate employment with the Company and become self-employed or employed with others in the same or similar business or service or product line provided by the Company.

#### **15. Change in address**

You will keep us informed of any change in your residential address or in your civil status.

#### **16. Statement of Facts**

It must be specifically understood that this offer is made based on your proficiency on the technical / professional skills you have declared to possess as per the application, and on the ability to handle any assignment / job independently anywhere in India or overseas. In case, at a later date, any of the statements/particulars furnished are found to be false or misleading, or your performance is not upto the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services, without any notice period, notwithstanding any other terms and conditions stipulated herein.

#### **17. Equitable Relief; Fees and Expenses**

You agree that any breach of this Employment Letter by you will result in immediate and irreparable harm to the Company, the amount of which will be extremely difficult to ascertain, and that the Company could not be reasonably or adequately compensated by damages in an action at law. For these reasons, WISILICA shall have the right, without any reference to you, to obtain such preliminary, temporary or permanent injunctions or restraining orders or decrees as may be necessary to protect the Company against, or on account of, any breach by you of the provisions of this Employment Letter.

## **18. Waiver and Amendments**

Waiver by the Company of any default by you shall not be deemed a waiver of any other default. No provision contained herein shall be deemed waived, amended or modified by the Company, unless such waiver, amendment or modification is in writing and signed by the authorized representative of the Company.

## **19. Headings**

The headings contained herein are for reference purposes only and shall not affect in any way the meaning or interpretation of this employment letter.

## **20. Jurisdiction and Dispute Resolution**

All disputes arising between you and the Company shall be settled under the provisions of the [Indian] Arbitration and Conciliation Act 1996. The Parties agree that the arbitration proceedings shall be conducted in Cochin. Notwithstanding anything to the contrary, you agree that this Employment letter shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts at Cochin shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of this Employment Letter.

## **21. Severability**

The provisions of this Employment Letter are severable. If any part, term or provision of this Employment Letter shall be held illegal, unenforceable or in conflict with any law of a federal, state or local government having jurisdiction, the validity of the remaining portion or portions shall not be affected thereby.

## **22. General**

- a) The above-mentioned terms and conditions including those in the offer of appointment are based on the Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time.
- b) This offer of employment is purely based on the information/documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through WISILICA to verify your educational and employment antecedents, your conduct and any other back ground checks prior to your joining the Company or thereafter. You shall extend your cooperation during such verification without any protest or demur.
- c) You will be governed by the rules and regulations of employment established by the Company and general work practices, which will be in force from time to time.

**I ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL OF THE CONTENTS OF THIS EMPLOYMENT LETTER AND THAT I AM VOLUNTARILY ENTERING INTO THIS EMPLOYMENT. I UNDERSTAND THAT I AM REQUIRED TO SIGN THIS EMPLOYMENT LETTER AS A CONDITION OF MY EMPLOYMENT.**

**Name in Full:**

**Signature:**

**Address:**

**Date:**

**Place:**

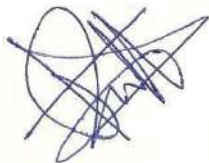
**ANNEXURE – B (Break up will be finalized after joining formalities)**

Name: Mr. Sanjay K Sunil  
Designation: Software Engineer

Date of Joining: 03rd August 2023

Particulars	Split / Criteria	Annual CTC INR	Per Month CTC INR
Basic	35%	1,47,600	12,300
Dearness Allowance ("DA")	0%	-	-
<b><u>Basket of Allowance:</u></b>			
House Rent Allowance	50% of Basic	73,800	6,150
Medical Allowance	INR 1,250.00 per IT Act 1961	15,000	1,250
Conveyance Allowance	INR 1,600.00 per IT Act 1961	19,200	1,600
Uniform Allowance	INR 1,500.00 per IT Act 1961	18,000	1,500
Food Allowance	INR 1,250.00 per IT Act 1961	15,000	1,250
Special Allowance <i>[Employee could decide the split / submit the evidence for claiming the tax deductions]</i>	Balance Amount	88,200	7,350
<b><u>Deductions:</u></b>			
Employer PF Contribution	12% of Basic + DA and all other allowance except HRA, limited to 12% of INR 15,000/-	21,600	1,800
Employee PF Contribution	12% of Basic + DA and all other allowance except HRA, limited to 12% of INR 15,000/-	21,600	1,800
<b>Cost to Company ("CTC")</b>		<b>4,20,000</b>	<b>35,000</b>

**Note:** Discussing Salary with employees is against company rules and regulations



**Shiju P.S**  
**Director - India Operations/VP Engg**

**Candidate Signature with date**

## **ANNEXURE – C**

At the time of joining, you are requested to bring the following documents in Original, along with one copy of each.

1. Certificates supporting your educational qualifications along with mark sheets
  - a) Xth Certificate and mark sheets
  - b) XIIth certificate and mark sheets
  - c) Degree Certificate and mark sheets
  - d) Master's Certificate and mark sheet
  - e) Diploma / PG Diploma Certificate and mark sheets
  - f) Any other certificates with supporting documents if any.
2. Last 3 Months Pay Slip with PF Member ID, UAN Number and PAN Number.
3. Your latest Salary Certificate.
4. Relieving letter from your current and previous employers.
5. Service Certificate / proof of Employment from the present and all previous employers.
6. Copy of Valid passport with Original.
7. Provide your Aadhar & PAN Card copy with original. It is mandatory to provide the Aadhar & PAN number for processing of your payroll. No payments on account of salaries can be made without a Aadhar & PAN Number.
8. Date of Birth Proof.
9. Two copies of your recent Passport size color photographs.
10. Softcopy of your photo with high pixel (Note: Your photo should contain 2 visible ears)

You have been made an offer based on the information provided by you in your application form and CV. In case of any discrepancy / information found untrue, then the Company has the right to withdraw the offer / terminate the services during your employment without notice.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.

**I agree with the above clauses.**

**Candidate Signature:**

**Candidate Name:**

**Date:**

## **CONFIDENTIALITY AGREEMENT**

This Confidentiality Agreement is between \_\_\_\_\_ having permanent address at \_\_\_\_\_ (the "First Party") and **WiSilica India Private Limited** having its principal place of business at **Adam Square, Athani, Kusumagiri PO, Kakkanad, Kochi, Kerala, India.** and shall become effective on **August 03, 2023.** (WiSilica and the First Party are sometimes herein referred to individually as the "Party" and collectively as the "Parties.")

The Parties desire and have agreed to undertake discussions and related activities (referred to as the "Project"), during which it may become necessary for each Party to disclose "Confidential Information" (as defined below) to the other. For purposes of this Agreement, the term "Discloser" shall refer to the Party originally disclosing the Confidential Information to the other Party, and the term "Recipient" shall refer to the Party to whom Confidential Information is disclosed and all employees or agents of the Recipient who have received any Confidential Information.

**Confidential Information.** For purposes of this Agreement, "Confidential Information" includes, but is not limited to, any and all information which either Party makes available to the other Party in any manner, unless specifically excluded under Section 8 below. "Confidential Information" also includes the Project and the terms and conditions of this Agreement.

**No Disclosure.** Both Parties agree that the Confidential Information of the other Party will be used solely for the Project and for no other purpose. Either party shall not employ each other's Employees directly or indirectly without written permission from the other party's side. Both Parties further agree that the Confidential Information will be used only for that period of time during which both Parties are working together on the Project, and not in any way detrimental to the interests of the Discloser or in any other manner other than in furtherance of the Project. Except as set forth in Section 5, the Recipient shall not disclose any Confidential Information to any person or entity without the prior written consent of the Discloser. The projects executed under this agreement will have separate plan and milestones and will be mutually agreed in advance in writing before commencement of any project.

**Limited Access.** The Recipient of any Confidential Information shall limit its dissemination only to those employees or agents of the Recipient who have a need to know in order to effectuate the purposes for which the Confidential Information is being shared under this Agreement. The Recipient shall cause all of its employees and agents who receive any Confidential Information to be bound by similar obligations of confidentiality prior to disclosure of any Confidential Information to them, using reasonable care as the minimum standard to ensure same.

**No Warranty.** For purposes of this Agreement, the Recipient acknowledges that the Discloser makes no representations or warranties (express or implied) of any kind as to the accuracy or completeness of any Confidential Information, and none of the Discloser's officers, directors, employees, stockholders, owners, affiliates or agents shall have any liability to the Recipient resulting from Recipient's use of the Confidential Information.

**Compelled Disclosure.** If either Party is required to disclose any Confidential Information of the other Party due to an order by a court of competent jurisdiction compelling such disclosure, the Party compelled to disclose shall first provide the other Party with prompt written notice of such court order so that the other Party may seek appropriate relief.

**Return of Information.** All Confidential Information in any form whatsoever shall remain the property of the Discloser. At the Discloser's written request, the Recipient of any Confidential Information shall, as instructed by Discloser, immediately return to the Discloser and/or destroy any and all written or physical embodiments (including, without limitation, all copies, handwritten notes, memoranda, transcription, computer diskettes, tapes, etc.) of Confidential Information disclosed to the Recipient, and no Confidential Information shall be retained in any form by Recipient.

**Disclaimer.** Neither this Agreement nor the disclosure of Confidential Information by the Discloser shall be deemed to (i) create any rights for the Recipient by license or otherwise in patents, trade or service marks, trade secrets or other intellectual property rights, or (ii) create or imply any agreement with respect to the sale, purchase or pricing of any product or service.

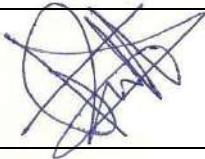
**Exclusions.** Information shall not be considered to be Confidential Information and subject to this Agreement if it can be demonstrated (i) to be a part of the public domain by publication or by any other means, except via an unauthorized act or omission on the part of the Recipient, (ii) to have been supplied to the Recipient without restriction by a third party authorized to make such disclosure without restriction, (iii) to have been independently developed or acquired by Recipient without violating its obligations under this Agreement, or (iv) was lawfully in the Recipient's possession prior to receipt from the Discloser.

**Term.** Unless otherwise mutually agreed in writing, the Recipient's obligations hereunder with respect to each item of Confidential Information shall terminate three (3) years from the date of the receipt thereof.

**Remedies.** Recipient hereby acknowledges and agrees that Discloser would suffer irreparable harm in the event of a breach of the restrictions set forth herein and, accordingly, in addition to any other remedies available to it, Discloser shall be entitled without the posting of a bond or other collateral to injunctive relief to prevent the breach or threatened breach of the restrictions set forth herein.

**Complete Agreement.** This Agreement constitutes the complete agreement and understanding of the Parties and supersedes any prior agreements. This Agreement may be terminated by either party upon thirty (30) days written notice to the other. Execution of this Agreement constitutes binding acceptance of its terms and precludes the addition of or change in terms unless in writing and signed by both Parties. Nothing herein shall obligate either of the Parties hereto to consummate any transaction.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their duly authorized representatives.

<b>WISILICA INDIA PRIVATE LIMITED</b>			
<b>By:</b>		<b>By:</b>	
<b>Name:</b>	Shiju P.S	<b>Name:</b>	
<b>Title:</b>	Director - India Operations/VP Engg	<b>Title:</b>	
<b>Date:</b>	22 December 2022	<b>Date:</b>	

**KCA Deutag Gulf Drilling Limited Company,  
A Single Shareholder Limited Liability Company**

C.R : 2052101330

Fully Paid Capital of SAR 3,000,000

T: + 966 13 808 9666

www.kcadeutag.com May- 2022

شركة كى سي اى ديتو غ للخطير المحدودة  
شركة شخص واحد ذات مسؤولية محدودة

رقم السجل التجاري ٢٠٥٢١٠١٣٣٠

رأس المال ٣٠٠٠٠٠٠٠ ريال سعودي مدفوع بالكامل

رقم الهاتف ٩٦٦٦ ١٣٨٠ ٨٩٦٦٦

www.kcadeutag.com

**KCA DEUTAG**

Operating safely, succeeding globally.

**Offer Letter**

Personal Details	
Name	Amal James
Designation	Mechanic
Contract Status	Rotational- (70 On / 35 Off)
Location	KINGDOM OF SAUDI ARABIA (Field based)

Entitlement	Value (fixed as at Offer Date)
Basic Salary	3000 SAR /= per month
Rotational overtime	1530 SAR /= per month
Transport Allowance	210 SAR /= per month
HRA	530 SAR /= per month
Country Allowance	450 SAR /= per month
<b>Total (Month) paid 12x/year</b>	<b>5,720 SAR (1525 USD) /= per month</b>
Job Classification	Employee agrees that although Employee has been assigned to a Job Classification, Employee may be temporarily or permanently required by Employer to perform other duties and to work in other capacities. Employee agrees to undertake and perform to the best of Employee's ability and work assigned to the Employee by Employer and its authorized personnel.
Work Schedule	Employee agrees that the duration for the Rotation Period may be adjusted from time to time at the discretion of Employer. In general work rotation is 70 ON/ 35 OFF. Due to the current situation further to travel restrictions and uncertainties in resumption of the flight operations from various countries, and also to avoid stuck at home country scenario, You will have to spend the days off with in Saudi Arabia during the first year or until the International flight services are resumed to normal

Annual Entitlement	
Accommodation	Rig Site Location
Medical	Medical services Class B (or equivalent) for self during work and leave as per HR Policies.
Insurance	World Wide Coverage during work & leave periods as per HR Policies.
Probation Period	Employee shall serve 90 working days probation period. The Company holds the right to terminate the employment without giving reason during the probation period.
Contract Details	
Notice Terms	60 working days written notice or payment of 2 month's Basic Salary in lieu of notice in case of resignation / termination by either side (Employer or Employee).

Registered Office: Third floor, Gulf Axis Dana  
Office Building, Al Dana Al Shamalia, P.O Box:  
79707, Dhahran 34258, Kingdom of Saudi Arabia

العنوان المسجل: الطابق الثالث، مبنى محور الخليج، حي الدانة  
الشمالية، ص.ب ٧٩٧٠٧، الظهران ٣٤٢٥٨،  
المملكة العربية السعودية





KCA Deutag Gulf Drilling Limited Company,  
A Single Shareholder Limited Liability Company

C.R.: 2052101330

Fully Paid Capital of SAR 3,000,000

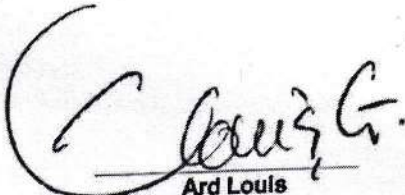
T: +966 920033188  
[www.kcadeutag.com](http://www.kcadeutag.com)


شركة كى مى اى ديتو غ الخليج للحفر المحدودة  
شركة شخص واحد ذات مسؤولية محدودة  
رقم السجل التجاري: ٢٠٥٢١٠١٣٣٠  
ريال سعودي مدفوع بالكامل

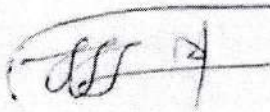
رقم الهاتف: +٩٦٦٩٢٠٠٣٣١٨٨  
[www.kcadeutag.com](http://www.kcadeutag.com)

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Operating safely, succeeding globally.

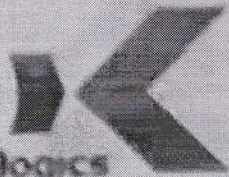
Retirement	At age 60 years
Commencement	ASAP
<b>Conditions of Contract Obligation</b>	
<ol style="list-style-type: none"><li>1. Medical /physical fitness by company approved doctor.</li><li>2. Employment subject to relevant police and ministerial clearances in KSA. Please note that your employment will be governed by the Laws of KSA.</li><li>3. KCA Deutag Gulf Drilling is not liable for paying taxes in your home country.</li><li>4. Any alcohol abuse during and or excessive consumption of alcohol during travel /business or rotation travel, will immediately lead to the termination of employment contract, as per Saudi Labor Law.</li><li>5. Company will provide<ul style="list-style-type: none"><li>• All associated and or applicable PPE to perform the job to Company standards/ specifications and policies</li></ul>All exchange rates as per current – Local currency is the leading compensation currency</li></ol>	
If our offer is acceptable to you, please sign and send us a copy back on or before 10.Jun.2022.	

  
Ard Louls  
Country Manager

  
Amal James  
Accepted



Kameda Infologics



Technopark  
harmony at work



**Mr. ARJUN KRISHNA K**  
Employee Code : 548

**Kameda Infologics Pvt Ltd**

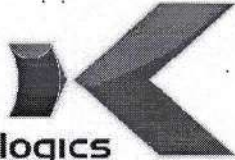
**2nd Floor, Amstor House, Technopark**

**Trivandrum, Pin -695 581**

**Tel : +91 471 3048170 -78, Fax : +91 471 3048179**

**Email : [contact@kamedainfologics.com](mailto:contact@kamedainfologics.com)**

**[www.kamedainfologics.com](http://www.kamedainfologics.com)**



Mr. ARJUN KRISHNA K

Ref:KI/HR/OL/18/10/11/22

18/10/2022

**Subject: Provisional Offer Letter**

Dear Mr.Arjun

Greetings!

With reference to the discussions we had with you, we, on behalf of Kameda Infologics Pvt. Ltd., are pleased to offer you the position of **Software Engineer**.

1. **Remuneration & Allowances:** You are eligible to receive remuneration & allowances totaling Rs **3,03,000/- (Rupees Three Lakh and Three Thousand Only)** per Annum (Please refer Annexure I) on Cost to Company basis, paid to you pro-rata, for every completed Gregorian month of service.

2. **Job Objectives and Responsibilities:** Your Job Objectives and Responsibilities will be discussed with you upon your joining.

3. **Probation:** On joining the company, you will be on **probation** for a period of **06 months** after completion of the probation successfully and review thereof, your employment will be confirmed entitling you to allowances and benefits applicable to regular employees of the organization.

4. **Rules and regulations:** You are expected to follow rules and regulations of the company as may be in force from time to time. You are also required to respect the applicable laws and socio-cultural practices / beliefs in various parts of the world that you may be required to travel as a representative of the company. Rules pertaining to Confidentiality of Proprietary Information, Business Secrets, Patient Clinical Data, Third Party Information, etc. shall be explained to you upon joining.

5. **Conditional offer:** You have been offered employment based on information furnished by you to us. If any information is found to be false or misrepresented, during the course of your employment or later, the organization reserves the right with itself to review your employment status and consider legal recourse, if deemed necessary. ***This Offer Letter is not valid after 20/10/2022 unless the candidate is accepting the same.***

6. **Appointment Letter:** Your original appointment letter would be handed to you in person upon your joining the organization and reporting on duty.

7. **Submission of documents:** You may be required to submit all of the following documents upon joining the organization for our records and verification of credentials.



**ANNEXURE I**

<b>Name</b>	<b>Mr.ARJUN KRISHNA K</b>	
<b>Designation</b>	<b>Software Engineer</b>	
<b>Location</b>	<b>Trivandrum</b>	
<b>Salary Breakup</b>		
	<b>Per Month (INR)</b>	<b>Per Annum (INR)</b>
Basic	6,945	83340
Dearness Allowance	4,630	55560
House Rent Allowance	2,315	27780
Special Allowance	9,260	111120
<b>Gross Salary (A)</b>	<b>23,150</b>	<b>2,77,800</b>
<b>Company Contribution</b>		
Provident Fund**	1800	21,600
Corporate Insurance/ ESI**	0	3,000
Kerala Welfare Fund	50	600
<b>Total (B)</b>	<b>1850</b>	<b>25,200</b>
<b>Deductions</b>		
Kerala Welfare Fund	50	600
ESI	0	0
Provident Fund	1800	21,600
<b>Total (C)</b>	<b>1850</b>	<b>22,200</b>
<b>Net Salary (A-C)</b>	<b>21,300</b>	<b>2,55,600</b>
<b>Cost to the Company (A+B)</b>	<b>25,000</b>	<b>3,03,000</b>
*Corporate insurance eligibility after probation completion		
** liable to change as per policy		

Date :31/03/2023

To  
Rahul P  
(Code: CAN532621)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Manufacturing Engineer**. Your services are being deputed to **VOLVO CE INDIA PRIVATE LIMITED** at **BANGALORE** based on the following terms and conditions:

- Your employment will be valid from **03/04/2023 To 02/04/2024** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 300,000.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medclaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

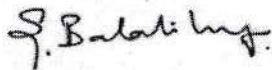
The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

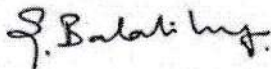
**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	20,000.00	240,000.00
House Rent Allowance	3,334.00	40,008.00
Statutory Bonus	1,666.00	19,992.00
<b>Gross Salary</b>	<b>25,000.00</b>	<b>300,000.00</b>
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	650.00	7,800.00
EDLI	75.00	900.00
PFADMIN	75.00	900.00
<b>CTC (Cost to the company)</b>	<b>27,600.00</b>	<b>331,200.00</b>
Employee's Contribution to EPF	1,800.00	21,600.00
Total Deduction	1,800.00	21,600.00
<b>Net-Take Home</b>	<b>23,200.00</b>	<b>278,400.00</b>

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory  
Balakrishnan S  
Head - HRSSC

Government of India  
Department of Posts, India

Office of the Inspector of Postoffices, Thodupuzha Sub Division Division, Idukki

**ORDER OF PROVISIONAL ENGAGEMENT**

IP/TDP/PF/ABPM CHILAVU dated at Thodupuzha 19.09.2022

In response to the notification No. -

Shri/Smt/Ms..... **TOGIN TOM**.....

son / daughter of

Shri..... **TOMY JOSEPH**..... whose Date of Birth is **27/03/1998**.....

and who belongs to..... **UR**..... category/selected against..... **UR**..... category is hereby

engaged as..... **GDS ABPM/ Dak Sevak, Chilavu B.O**..... in account with under

..... **Kalayanthani S.O/Thodupuzha H.O**..... on **PROVISIONAL BASIS** with effect from dated

..... **19/09/2022**..AN/FN in the TRCA scale of..... **10000**..... He/she shall be paid such

allowances as are admissible from time to time.

Shri